

**Guidelines and Policies for Returning to Indoor Gatherings**

- The Policy for Suspending In-Person Worship and Activities (below) will be followed.
- Masks are required to be worn at all times.
- Capacity Restriction
  - Diocesan Requirement: 25% of maximum capacity or the number we can fit with 6 feet, 360 degrees of distancing between individuals/families, whichever is smaller
  - Sanctuary Capacity: 25% = 40 people
    - There are 40 seats marked with blue crosses in the sanctuary, including two officiant seats. These are grouped in seating arrangements of one, two, three, and five people.
    - Our space can fit 19 separate households with 6 feet of distance in all directions between each household.
  - Parish Hall Capacity: 15 people
- Pre-registration for worship
  - All members of the parish will be asked to sign up in advance to reserve a seat at each service. The deacon-in-charge can be contacted by phone or email to submit the online form on someone's behalf.
  - Each member of the household, including children, must be included in the reservation.
  - All worship leaders and participants in the service will also need to register.
  - Of the 40 available spots, 8 will be held for visitors.
- Cleaning – All spaces must be thoroughly disinfected or sanitized between gatherings.
  - Plan for after a gathering or service:
    - Altar guild will assist with sanitizing the sanctuary on the weeks that they set up for Eucharist.
    - Jim Pals will continue routine cleaning.
  - Restrooms during a gathering:
    - A container of disinfecting wipes will be placed in the restroom with a sign requesting that the individual wipe down commonly touched surfaces before leaving.
- Communion
  - Communion will be administered per the guidelines in the Plan for Re-Entry for Great Lakes Episcopalians.
  - At the distribution everyone will remain in their seat. The Celebrant will bring communion out to each person.
- Ushers
  - Ushers will maintain a contact tracing list of all attendees of the gathering.

- In order to reduce the number of people who have to touch the doors, ushers will prop open the front and vestibule doors when they arrive.
  - The front door may be closed when the service begins and re-opened at the close of the service.
  - The vestibule doors will remain open during the service.
- If we reach our capacity of 19 households in the sanctuary, the ushers will sit in the narthex for the service. There are two single seat pews in the office that can be moved into the narthex.
  
- Readers
  - Only the reader assigned for that Sunday will use the lectern.
  - There are two seats reserved next to the lectern for the reader and a member of their household.
  - The leader of the Prayers of the People will lead the prayers from their seat.
  
- Music
  - The Clavinova may be used to play instrumental music during the service.
  - Two seats on the pew next to the Clavinova are reserved for the household playing it that Sunday.

## Covid-19 Policy for Suspending In-Person Worship and Activities

On October 4, 2020 the vestry moved to adopt the following metrics and policies.

- If the number of daily new cases per 100,000 people for Wexford County exceeds 9<sup>1</sup>, then all in-person worship and activities will be suspended and the building will be closed to all but essential business.
- Every two weeks we will re-evaluate our status. We will re-open or suspend in-person services and activities as required per the above metric.
- During suspension of in-person services and activities:
  - No in-person gathering is permitted, either inside or outside.
  - All meetings must take place online.
  - Either Morning Prayer or Evening Prayer will be offered on Zoom every Sunday.
- During building closure:
  - Only one person may be in the building at a time.
  - Lay leaders may only enter the building for essential work.
  - Anyone who enters the building must sanitize all surfaces they came in contact with before they leave.
  - Deacon Radha will only come into the office for essential business and pastoral emergencies.
  - Any pledges that are mailed to the parish office will be counted following the diocesan guidelines for counting during building closure.
  - Outside groups are not permitted to meet on church property.
- Durable Medical Equipment Lending Pantry during suspension of in-person activities and building closure:
  - The pantry will be permitted to remain open.
  - The pantry will be required to follow the guidelines listed under Phase 1 in the “Plan for Re-Entry for Great Lakes Episcopalians” for Service and Outreach<sup>2</sup>, including:
    - Mask use
    - Social distancing of 6 feet
    - Curbside pick-up
    - Volunteers must be from the same household
    - Limiting of volunteer time spent in the building to the minimum needed to operate the ministry

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<sup>1</sup> [https://covidactnow.org/us/michigan-mi/county/wexford\\_county?s=1115250](https://covidactnow.org/us/michigan-mi/county/wexford_county?s=1115250)  
<https://globalepidemics.org/key-metrics-for-covid-suppression/>

<sup>2</sup> <https://docs.google.com/document/d/1X4P2OHjQX2fDT4FrEuMGdrCmztmuZbCichTqgni5lrk/edit>