Diocesan Re-entry Planning Policy
As of May, 2020

As the Episcopal Diocese of El Camino Real plans for the phases of re-entry during and after the COVID-19 pandemic, it is clear that our customs, liturgical practices and human behavior must go through modifications. These changes are essential for the well-being of each and every person.

The general approach to leadership throughout must be C-I-A: connection, information, and agency. We maintain connection and stay in community (albeit virtual) with each person; we transmit the most accurate information from scientists and health professionals; and, we recognize our own agency—which mean being personally responsible for our own behavior for the good of others. When in doubt about our practices evolving from procedures and protocols, the question should always be asked: "Is what I am doing putting someone else at risk?" If it is, then don't do it.

In late April 2020, I assembled a task force of leaders to begin to work on a re-entry plan for our diocese. These leaders from each deanery, various cultures, and parishes and missions of a variety of sizes, worked to match our diocesan guidelines with information and orders from health and science professionals. To that end, they have produced this document to help each parish create their own plan for reentry. The document remains subject to revision as pandemic circumstances change and new learning emerges.

As parishes create their own re-entry plan, they will experience the support and collaboration with other parishes in their deanery. This will enable us to move successfully together toward the new church that is emerging.   Some parishes will be in "virtual -only" worship as their plan; others may combine virtual and inperson gatherings as a way to make their plan work successfully. In all of this, we will continue to be the church that we are called to be in the rich mission field entrusted to us by God.

With gratitude for this work and in anticipation of the new church in our diocese,

+Lucinda Ashby

Phase I: Shelter in Place

1. Health Characteristics *Health-oriented characteristics of Phase I may include:*	2. Church Protocols *Our bishop directs us to participate in efforts to slow the spread of the pandemic by agreeing to the following "shelter in place" protocols.*
Wide community spread of the virus	Hold only virtual worship services.
Lack of availability of vaccine, therapeutics, and counter measures	Allow for no more than three persons to film and produce virtual worship services.
Potential for overload of the health care system	Maintain physical distance, at least six feet between each person.
	Wear face coverings as guided by the County Health Department.

Phase II: Continue to shelter in place
As defined by state and local authorities; allows for some economic activity but not in-person gatherings in church.

1. Health Characteristics	2. Church Protocols *Our bishop directs us to participate in efforts to slow the spread of the pandemic by agreeing to "shelter in place" protocols. These include:*
A sustained reduction in cases for at least 14 days	Hold only virtual worship services.
Local hospitals are safely able to treat all patients requiring hospitalization without resorting to crisis standards of care.	Allow for no more than three persons to film and produce virtual worship services.

The city/county/state is testing all people with COVID-19 symptoms.	Maintain physical distance, at least six feet between each person.
The state or county is able to conduct active monitoring of confirmed cases and their contacts.	Wear face coverings as guided by the County Health Department.
Implement case-based interventions including quarantine while waiting for results, traced relationships over 14 days and quarantine for close contacts accompanied by diagnostic testing.	Begin planning and preparing for reentry: - Clean the entire facility - Organize a Parish Re-entry Team (PReT) as a subcommittee of the Vestry - PReT develops a plan to address questions/issues on the next page

Questions / Issues to be Addressed by Parish Re-entry Team (PReT) in the Parish Re-entry Plan

1. What is the plan to clean before and after each worship service?

2. How will you coordinate with those who share the plant to follow mandates and guidelines?

3. What guidelines will be established for church staff, rotating presence on-site (See Appendix B)?

4. What about what-if scenarios, including how to roll-back when needed?

5. What is the policy for dealing with what happens when those who show up to worship exceed the permitted numbers of people?

6. What is the plan to enforce the wearing of face coverings for all persons 2 years of age and older as recommended by the CDC?

7. What is your restroom policy to allow for social distancing?

8. What is your policy to allow for social distancing when going in and out of church?

9. How will you tell parishioners not to come to church if sick?

10. How will you do symptom checking as people enter into worship or attend gatherings? What will you do when people show symptoms? How will you notify your community if someone tests positive for COVID 19?

11. What are your procedures for cleaning workspaces and restrooms?

12. Where will your signage be posted as recommended by the CDC?

13. What is your procedure for marking where to sit in the sanctuary to allow for social distancing?

14. How will you make hand sanitizer available to all who attend?

15. If you choose to reconvene your Sunday Schools and youth gatherings how will you meet the above requirements?

16. What are your communication plans?

17. What are your specific protocols for the altar party and ushers during the liturgy?

Protocols for church staff reentry - see Appendix B.

Phase III: Gradual Re-entry

This is the next part of the plan, once we have met the requirements of the state and local officials for religious organizations.

While Phase III health characteristics have a much more global feel, we believe that sharing the markers of this particular phase is important. There will come a time when there is negative viral spread. There will come a time when we will see the lifting of social distancing. Testing of different types and vaccinations will become part of the narrative.

1. Health Characteristics	2. Church Protocols
We will slowly move into Phase III as we enter negative community spread of the virus. We are looking for the following cultural road markers to include:	*Each church will need a complete reentry plan, including answers to the Phase II Church Protocol questions (see previous page), approved by the Bishop.*
Negative community spread	Gather in groups of 10, 25, 50, 100 in a gradual roll-out by deanery.
Mass vaccination/herd immunity	There must be 14-days of no new cases in the deanery (according to the county health departments) between each incremental step.

Mass therapeutic availability	Use only the Daily Office or Liturgy of the Word for in-person worship.
Mass testing for virus and immunity	Wear face coverings (required), maintain physical distancing protocols.
Lifting social distancing	Maintain virtual worship and education for those unable to attend.
Global vaccination	Be prepared to roll-back, when or if cases increase.

General Phase III

- High risk individuals (people over 60 and those with underlying conditions), whether staff, volunteers, or program participants, should continue to shelter in place.

- Whenever possible, encourage continued online gatherings.

- Wear face coverings for gatherings of any size and maintain social distancing protocols.

- Convene Parish Re-entry Team (PReT) to review protocols and ensure communication and compliance with your county regulations. Submit plan to bishop.

- Create and update public signage clearly describing the protocols for each, with appropriate versions printed in bulletins and on agendas. (It might be helpful to have the PReT develop the signage, or a deanery/diocesan team develop them to save duplicative efforts.)

- Arrange for thorough cleaning of the facilities with plan for cleaning between any multiperson use, especially high touch surfaces like handles, light switches, music instruments and hymnals/prayer books, backs of pews or chairs (PReT may want to describe this specifically for the facility)

- Plan for notification after exposure (PReT may want to develop this based on effective parish communications channels)

- Be prepared for roll-back in case of exposure or increased positive community spread.

Phase III: Worship re-opening phased by gathering size
        as permitted by County regulations and diocesan policy

Be aware of the relationship between size of facility and permissible gatherings. PReT will determine and find a compliance mechanism for limiting size of scheduled meetings and worship. Worship will be non-Eucharistic and model no-touch alternatives for passing the peace, collecting offering, and liturgical resources.

10 People
- This will allow for some meetings and office use, and—in a few cases where available space and expected attendance supports appropriate social distancing—non-Eucharistic worship in the chapel or sanctuary.

- Everyone in attendance must without exception wear face coverings.

- Most church business functions may resume, observing protocols for social distancing and cleaning.

- Consider fostering stable household group meetings

25 People
- All of the above and may allow for smaller congregations to resume in person Sunday worship for some services.

- Families/households may group in pews, maintaining 6' distance between individuals and household groups.

- No choir or congregational singing.

- Refrain from hosting open Coffee Hour.

- Bible study or other fellowship is permissible in rooms observing size limitations and social distancing.

50 People
- Allows for Sunday worship in many ECR congregations, observing the rules above, and with additional usher training to ensure compliance.

- Allow building users/renters to resume operations, with a plan to address cleaning needs and agreement to observe gathering and distancing protocols.

- Life rituals (weddings, funerals) can be observed, with careful attention to guest lists so as to keep under the 50-person limit and observing distancing protocols.

More than 50 People
- All the above protocols apply

Phase IV: Being New Church

In this phase, we would have successfully navigated the requirements of Phase III and shown that we can all safely gather and resume activities.

Church Protocols
Establish and maintain safe practices for in-person Eucharist.
Maintain virtual worship opportunities for those unable to attend.

Resume in-person education programs.
Resume on-site weddings, baptisms, funerals.
Resume and increase outreach programs.
Explore new learning opportunities for ministry and mission.
The PReT Plan has been shown to be effective in creating a safe environment for our congregations

The health leaders understand Phase IV as part of the ongoing preparation for future pandemics. It is difficult when you are in survival mode or even grief mode to prepare well. Nevertheless, we need to prepare for future outbreaks.

We have already begun the work of learning from this event as a church. We want to apply our learning and prepare for future emergencies and pandemics. What we learn needs to be applied to ministry and mission here and now for future benefit.

It is not too soon to build in structural platforms for live-streaming and uploading our worship services. We need to continue to create meetings and programs that are accessible online in real-time. Bible studies are a good example of this.

We also need to maintain across church and diocese up to date membership lists of phone numbers and email addresses. This enables churches and the diocese to work together in crisis and disaster communication.

We will want to invest in tech that supports congregations in doing this ministry: video and online giving platforms.

We also need to ensure that we become advocates for a US health system that is forever prepared to face new pandemics. This will mean advocating for "research and development initiatives, expansion of public-health and health care infrastructure and workforce, and clear governance structures to execute strong preparedness plans."

Appendix A: Checklist for social distancing protocol in Santa Clara County https://www.sccgov.org/sites/covid19/Documents/Appendix-A-SocialDistancing-Protocol.pdf

Appendix B: Staff Re-entry

REENTERING THE CHURCH WORKPLACE
May 8, 2020

Whenever the state and local regulations allow going back to a somewhat normal workplace there will be special employer/employee issues to consider. In all of this,

please pay attention to those changing regulations and guidelines as well as CDC guidelines. Here are important items for your planning. This memo assumes that employees have remained as employees before returning to an office or other place of employment. If there are furlough or leave issues, those should be addressed individually.

1. Call to re-enter
   a. Set special COVID changes for employees in a written policy that is distributed prior to return to work. The policy should include date of return and changes in procedures, such as any health checks, social distancing, site reconfiguration. Be prepared to address whether attendance at a work location is an essential function of the job versus teleworking. You may want to have a phased return to work schedule and perhaps staggered work hours.
   b. The policy should require employees who test positive for, or are diagnosed with, COVID-19 to report that to the employer and to stay home during illness. The policy should also require employees to report when they come in close contact with persons with COVID-19 in the previous 48 hours, and when the employees are experiencing COVID-19 symptoms (see attachment).
   c. Have one person at each workplace be the point person responsible for setting policies, monitoring workplace and answering employee questions.
   d. Keep a written record of the offer to return to work. Ask employees to provide written (may be email) verification of their plan to return on the given date.
   e. If an employee refuses to return, ask for the reason. Unless there is a specified ADA reason for not returning, the employee may lose eligibility for unemployment insurance. If there is an ADA reason for accommodation, try to find out what is needed before the return date. An employee may use available accrued vacation or personal leave according to an existing policy and without retaliation. Anyone with a COVID diagnosis within last 14 days should remain an employee at home as should an employee exposed to COVID within the previous 48 hours, and an employee exposing COVID symptoms. Think of the practicality of a fearful returning employee who may later incur a medical issue and do not discriminate in determinations.
   f. Do not exclude from return to work a class of employees based on age or other protected category.
   g. Prepare the workplace so that employees may follow at least 6 feet of social distancing. Sanitize surfaces, machines, restrooms and continue to do so. Limit the number of employees in a defined space. Provide

sufficient handwashing stations and supplies. Restrict the use of shared items.

    h. Consider the increase of building air exchange.

    i. Consider staggered shifts and breaks to avoid concentration of employees.

    j. Implement and communicate a procedure to employees for returning company property used during teleworking upon returning to inoffice work.

2. Health monitoring

    a. The EEOC, in partnership with the CDC, has determined that for COVID reasons employers may: 1. Measure employees' body temperature 2. Conduct COVID-19 Testing 3. Establish COVID-19 Protocols 4. Request Medical Certifications.

    b. But, so far there has been no guidance as to whether employer may ask if employee has been diagnosed with COVID-19.

    c. Testing so far is scarce, expensive, not always accurate, and the results are valid only for the day of testing. If used, should be administered by a medical professional.

    d. Antibody testing is not yet reliable.

    e. An employer may introduce a policy of using a touchless thermometer or scanner for everyone entering the building on a daily basis. Be aware that not all with COVID-19 will have a threshold temperature of at least 100.4. There should be a daily scanner who does so in a private location at a six foot distance and maintains confidentiality. Be consistent.

    f. Disclosure of health screening information should be limited to only those who need the information to prevent the direct threat of COVID-19 to others in the workplace.

    g. All health records maintained (temperature scans need not be maintained after risk determination where no regulation requiring scanning) must be kept separate from an employee's personnel file and in a confidential location. See attached form.

    h. Consider the privacy versus safety risk issues in telling other employees of a COVID diagnosis of someone who has been in the workplace

    i. Alternatively, an employer may ask employees to do a daily selfscreening before coming to work. See the attached PDF form.

    j. Encourage only distant, non-touch greetings.

    k. Existing California regulations require each employer to have a written (for 10 or more employees, otherwise verbal) Injury and

Illness Prevention Program. See https://www.dir.ca.gov/title8/3203.html. Consider whether you need to make COVID related changes to that program.
l. OSHA (https://www.osha.gov/Publications/OSHA3990.pdf) and CDC (https://www.cdc.gov/coronavirus/2019-ncov/index.html) websites are helpful. May 7 state guidance for office: https://covid19.ca.gov/pdf/guidance-office-workspaces.pdf

3. What to do with Sick Employees
    a. Encourage sick employees to stay home until completely well -14 days without symptoms
    b. If an employee comes to work and exhibits any symptoms of COVID19 (see attached chart), isolate that person until he/she may safely be sent home.

4. Second Wave
    a. There are predictions of a second wave of COVID-19 that may infect employees.
    b. Consider cross-training employees so that you may quickly accomplish critical tasks if an employee is unable to work

5. Supplies
    a. Remind employees to follow government regulations on the use of face coverings. If employer policy makes it voluntary on employee to wear face covering and there is no local requirement, employer is not obligated to provide face covering nor be responsible for compliance. And employee would arrive at work wearing the face covering.
    b. Hand washing availability: sink, soap, towels.   Encourage frequent handwashing.
    c. Hand sanitizers (at least 70% alcohol or 60% ethanol), disinfectant wipes and gloves.
    d. No-touch waste receptacles
    e. Do not have open food containers available.

6. Questions: For employment related questions, contact Vice Chancellor Nancy Cohen at ncohen@family.stanford.edu

COVID-19 SYMPTOMS

Employers should limit their health inquiries to specific COVID-19 related symptoms.

Common COVID-19 symptoms include:

Coughing
Shortness of breath
Fever
Chills
Fatigue
Aches and Pains
Sore throat
Headaches
New loss of taste or smell

Appendix C: Liturgical questions
This will be added in a future update.

Appendix D: Resources

Monterey County Covid-19 resource page
https://www.co.monterey.ca.us/government/departments-a-h/health/environmentalhealth/covid-19-10117

San Benito County Covid-19 resource page https://hhsa.cosb.us/publichealth/communicable-disease/coronavirus/

Santa Clara County Covid-19 resource page https://www.sccgov.org/sites/covid19/Pages/dashboard.aspx

Santa Cruz County Covid-19 resource page
https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome.aspx

San Luis Obispo County Covid-19 resource page https://www.emergencyslo.org/en/covid19.aspx

Covid-19 updates for the state of California https://covid19.ca.gov

Center for Disease Control and Prevention web page
cdc.gov

CDC link for cleaning protocols https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-buildingfacility.html

Video: What Science and Data Say About the Near-Term Future of Singing On Tuesday May 5, 2020, an important and informative webinar for choir directors was released through the American Choral Directors Association. The panel consisted of medical and vocal professionals who specifically discussed the research discoveries of COVID-19 and how that pertains to group singing. You can skip to 44:30 to get the basic 30minute summary for singers. Here is the link to the video: https://youtu.be/DFl3GsVzj6Q

Recommended Reading/Viewing

The following resources have been shared by the Wisconsin Council of Churches. They are ordered roughly in order of urgency, from immediate understanding of this pandemic time to a deeper understanding of how we might reconstruct how we do church on the other side of the pandemic.

Why Getting the US Back to Normal in the Next Couple Months is a Fantasy. *PBS NewsHour,* April 20, 2020: https://www.pbs.org/newshour/show/why-getting-the-u-s-back-tonormal-in-the-next-couple-months-is-a-fantasy

The Coronavirus in America: The Year Ahead. *New York Times,* April 18, 2020. https://www.nytimes.com/2020/04/18/health/coronavirus-america-future.html

COVID-19: Now I understand King's truth of the 'inescapable web of mutuality', Zachary Helton, *Baptist News Global,* April 21, 2020: https://baptistnews.com/article/covid-19now-i-understand-kings-truth-of-the-inescapable-web-of-mutuality/#.XrsgCTl7nb1

Church in these "VUCA" Times. *Jake Morrill.* https://www.youtube.com/watch?v=0uAKQXagwms&feature=youtu.be

24 Questions Your Church Should Ask Before People Return. *Ken Braddy, Jr.* https://kenbraddy.com/2020/04/18/20-questions-your-church-should-answer-beforepeople-return/

The Four Spaces of Belonging https://bensternke.com/the-four-spaces-of-belonging/ https://pbs.twimg.com/media/EWDE5iRWkAALX3Z.jpg

Leaders, It's Time to Ask Critical Questions About the Post-COVID19 Church. John Thornburg, *United Methodist Insight,* April 14, 2020: https://um-insight.net/in-the-church/umc-future/leaders-it-s-time-to-ask-criticalquestions-for-post-covid-1/

Distributed Church: Resources for Navigating the New Reality, *Fresh Expressions* https://freshexpressionsus.org/distributedchurch
How to Seize this Moment for Your Church. *Ed Stetzer:* https://www.christianitytoday.com/edstetzer/2020/april/relaunching-church-how-toseize-this-moment-for-your-church.html

Respectfully submitted by the ECR Re-entry Task Force,

    The Rev. Maly Hughes
    The Rev. Martin Juarez
    The Rev. Linda McConnell
    The Rev. Julia McCray-Goldsmith
    The Rev. Barbara Miller
    The Rev. Channing Smith
    The Rev. Tracy Wells Miller