

## **Certification From Required Questions & Answers**

- 1. Are you planning on allowing limited building use or in- person worship or both?** Both. In-person worship to start, then eventually allowing small groups from the parish (i.e. vestry, bible study, etc.) at a later point in time.
- 2. What is the target date for your first in-person gathering?** Not known.
- 3. How will you communicate your in-person gathering plan and protocols to your congregation (e.g., direct mail, newsletter, website, Facebook page, Zoom forums. etc.)?** Our weekly digital newsletter, website, and direct mail for those few without electronic connections.
- 4. How will you prepare your congregation if a second wave or a local outbreak requires a return to 'stay at home'?** Return to live streaming only and inform the parish via digital newsletter, website and direct mail. We will also produce pastoral video messages to help comfort them and stress the need to implement these safeguards.
- 5. What training will you provide to those who will implement your plan and protocols (e.g., ushers, greeters, staff)?** We plan to have separate entrance and exit points in and out of the building. Temperatures will be taken at the entrance prior to entering the building. We plan to limit the number of ushers and greeters. We will have a training workshop for the ushers/greeters with the guidelines and what is expected of them. We plan to follow the CDC guidelines.
- 6. How will your parish collect contact information (e.g. name, email, and preferred phone) from all in-person gatherings? Keep in mind the need to maintain confidentiality and privacy as well as inform/educate the community.** We will require reservations to attend. We plan to set up a registration form on our website with the critical information needed.
  - a. If someone with COVID-19 attends a meeting or a worship service at your building and you are informed after the fact, how will you communicate this information to those who may be affected?** We will use every means of communication necessary to inform them from the contact information they provided.
- 7. How will you ensure your physical plant is sanitized and disinfected, including doorknobs, light switches, restrooms, and other areas that people touch when they are in your buildings?** We plan on having our cleaners deep clean the entire physical plant making sure everything is sanitized and disinfected after each Sunday Service and each time there is a gathering, including doorknobs, light switches, and any other surfaces anyone touches while in the building. We plan to have ushers instructed that if anyone touches a surface that they need to be wiped down in between uses.
- 8. How will you sanitize and/or restrict use of nurseries or playgrounds, if applicable?** Not applicable.

**9. What is your plan for access to hand sanitation stations?** We have three hands-free sanitation stations. At the entrance, the exit and one will reside at the chancel for communion. We will encourage the congregation to bring their own individual hand sanitizer but have some available for those that do not have them that would like them.

**10. How will staff or volunteer ministers dispose of items touched by others (handouts, face coverings, gloves, etc.)?** We will encourage all attending, to bring their own handouts, face coverings etc. and take everything with them as well. Ushers doing a final check of the building will, with gloves, collect anything left behind, place it in a trash bag and take it directly to the trash bin outside.

**11. What small group gathering places will you need? Will multiple groups use that space and what are the protocols for cleaning it between uses?** For the foreseeable future there will be no small group gatherings beyond Sunday worship. When and if they do resume the structure will be deep cleaned and sanitized prior to another group using the same space.

**12. How will you sanitize/disinfect the building should you discover that a person with COVID-19 attended a meeting or worshiped in your building?** Make sure that the cleaning service used by the church does a complete deep clean and sanitizing of all surfaces, doorknobs, etc.

**13. How will you communicate the parish's safety standards and procedures before people enter the building and/or while they are present at a meeting?** Signs will be posted at the entrance and details of expectations of each parishioner will also be on the website for them to review prior to their visit.

**14. Does your building-use agreement reflect your plan? How are non-parish groups expected to announce and enforce these standards?** Not applicable. The building will not be available to any non-parish groups.

**15. What do you estimate is your seating capacity for worship? Current State of Delaware minimum guidelines are no more than 60% of stated fire occupancy requirements incorporating the social distancing requirements.** Based on the 6-foot distance requirement in all directions, there will be 16 parishioners for worship and 2 volunteer ushers and 5 clergy/staff.

**16. How will you anticipate and manage available worship attendance (reservation system, Eventbrite, Signup Genius, etc.) so that members can participate and guests can be accommodated without exceeding capacity limits?**

We will use an online registration form built into our web site. It will forward with the necessary information for us to contact them and track the necessary information for who attends each Sunday. For those without a computer, we will accept a telephone to the office phone and based on when received will be worked into the order online reservations are received.

**17. How will you address the issue of reaching attendance capacity (either in advance or when folks show up 'at the door')? That is, how will you inform those who cannot attend because you**

have reached capacity? **How do you welcome a last-minute visitor/guest?** We will have to inform them of our reservation system and give them the necessary information going forward on how to attend. The ushers will be educated on how to do this with a positive spin and encourage them to reserve their spot and come back in the future.

**18. How will you respond to people in vulnerable health categories who still want to worship in-person?** We will post in our guidelines on the website and at the entrance, that if an individual is at risk or has an underlying condition that it is not advisable for them to attend in person and join us via live streaming until it is safe for them to regather with us.

**19. Will you health screen people who attend gatherings?** We plan to take temperature checks prior to each person entering the building. We plan to educate the ushers to ask the following questions. 1. Have you traveled outside the state of Delaware or outside of the US in the last 14 days. 2. Have you been exposed to anyone who has tested positive. 3. Are you experiencing any symptoms such as fever, cough, headaches, or breathing issues.

- a. **How will you respond to persons who declare symptoms (e.g., fever)?** They will be politely turned away and advised to monitor their conditions.
- b. **What level of exposure would preclude someone from attending your gathering (e.g., exposure to someone in their household or in their workplace)?** We will be encouraging anyone that has been exposed in the last 14 days to not reserve a spot or show up for service. We will also encourage anyone that has a reservation and finds out that they have been exposed to contact us and release their spot for someone else.

**20. How will you communicate and implement seating arrangements that comply with social distancing (6 ft. radius between households)?** This will be part of the usher training and if a couple comes and they sit together, than that pew is full. We will have an instructional video that will demonstrate our seating procedures along with all the other procedures so that all expectations of our procedures will be known prior to anyone attending an in-person gathering. Also, there will be signs at the entrance communicating the necessity for mask wearing, maintaining six-foot distancing, and staying home if having symptoms or having had contact with anyone testing positive for Covid-19.

**21. What happens when someone wants ‘their pew’?** They will be politely instructed the following: “In this time of pandemic we cannot honor that request but after this time you will be allowed back to your spot again.”

**22. How will you ensure that everyone over the age of 13 in a church gathering is wearing a face covering?** Anyone over the age of 3 will be required to wear a mask or they will be politely turned away.

- a. **How will you provide face coverings for people who forget?** We have individually sealed face coverings available for those that show up and do not have.
- b. **How will you attend to someone who doesn’t want to wear a face covering?** They will not be allowed in and they will be politely turned away for the safety of others in the building.

**23. What is your plan for music, complying with the State of Delaware's minimum guidelines?**  
There will be no congregational singing at all. Prelude, Postlude and Eucharistic interlude will be played during the service.

**24. What are your plans for Holy Communion and distribution of the bread.** We will follow strictly the diocesan guidelines for the Eucharist with the exception of removing the communion rail which is not possible for us. The ushers will make sure the 6-foot distance is maintained. The celebrant will stand two feet in front of the communion rail to assure that it is not used. Communicants will receive the Eucharist only by standing; there will be no kneeling, the communion rail will not be used. Communion will be host only. There will be a hands-free sanitizing station at the end of the front pew, and everyone will be encouraged to use it. If the celebrant accidentally touches someone's hand, they will sanitize their hands prior to communing the next person. The celebrant and communicant will be wearing masks. Communicants will commune themselves only after they have returned to their pew.

**25. If you are having more than one service per day, what is your plan to protect people from potential transmission from prayer books, hymnals, Bibles, and other potentially transmitting materials currently in your pews and in the narthex? Consider removing all materials and projecting the service onto a screen or having folks print bulletins at home or view from their own devices.** We will only be having one service each Sunday. All books (Hymnals, BCP, etc.) will be removed from the sanctuary and single use bulletins will contain all information necessary for worship.

**26. If you hold multiple services, how will you ensure that proper sanitation occurs between services?** Not applicable.

**27. How much time will you allow for sanitizing after those leaving the church and before others arrive. How will you maintain proper social distancing during this time?** Not applicable.

**28. If you return to in-person worship while some parishioners are still being advised to stay at home (i.e., those 65 or older or those considered vulnerable), how will you provide worship for them?** We plan to have a hybrid service that is to include live streaming simultaneous with in-person worship until it is safe for all parishioners to return to in-person worship.

**29. If not addressed in the previous question, what are your plans to continue online liturgy after your return to in-person worship? Do you have an online plan for coffee hour, small groups, etc?**  
The parish has its own zoom account and it will continue to be used for small groups.

**30. For outdoor services how will you ensure social distancing, masks, and sanitation standards are met?** Not applicable.