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In addition to this diocesan Regathering Plan, a Site Specific Protection Plan has been prepared by direction of the state and Alameda County and is submitted along with this document.

Description of buildings and grounds:

St. Paul’s Church campus consists of the Church building, Parish office building, and St. Paul’s House (116 Montecito) which is home to St. Paul’s Episcopal School. There is considerable sharing of space between church and school. In the attached building plan, red spaces are used by the church, blue by the school, and pink are shared. For the purposes of this report, the only indoor spaces large enough for worship gathering are the church building and the parish hall. However, the school will be repurposing the parish hall for instruction, rendering it unusable for worship by the parish.

Indoors

Location	Square footage/Max Capacity	Access to ADA Restrooms	Comments
Church Building	~6400 sf Capacity 75 persons	Yes, in school building	Pro: beautiful, familiar space Con: poor ventilation

The church building has a displayed capacity of 300 (25% capacity = 75 including altar party). There are 6 entrances/exits which will facilitate unidirectional flow.

Potential Outdoor Locations

Location	Square footage/Max Capacity	Access to ADA Restrooms	Comments
Southwest Courtyard	1066 sf Capacity 28 persons	Yes, in school building	Pro: Good air circulation, some shade, secure. Con: Ambient street noise, space physically broken up, uneven surfaces
Central Courtyard	1150 sf not including picnic table area Capacity 32 persons	Yes, in school building	Pro: secure, some shade, good acoustics Con: uneven concrete surfaces
School Playground	3750 sf Capacity 72 persons	Yes, in gymnasium adjacent to playground	Pro: large space with flat, even surface. Secure and private Con: exposed to the elements. Depending on time of service may disturb uphill neighbors. Distance to church, uphill

DESCRIPTION OF REGATHERING PREPARATIONS, MAINTENANCE PROTOCOLS, AND WORSHIP

On Site Hygiene:

Because of the complex relationship with the school, determining the responsibilities for and methods and frequency of cleaning will be paramount. Materials and processes for cleaning will be standardized across the campus.

- A cleaning service (TBD) will be contracted to perform weekly, deep cleaning
- Staff will be trained to clean high touch surfaces, restrooms and shared spaces daily and after every worship service
- EPA approved disinfectants, other cleaning materials and PPE will be sourced from Waxie, a well-known janitorial company
- Janitorial equipment will be upgraded, including but not limited to, touchless hand sanitizer dispensers, touchless paper towel dispensers, and touchless trash cans operated with a foot pedal
- Waxie will provide and train staff to industry validated cleaning protocols
- Prior to indoor worship the church building and support spaces will require decluttering and deep cleaning
- Altar guild volunteers will be responsible for cleaning worship related items

Personal Hygiene & Wellness Practices:

Before any in person gathering, we will communicate with the congregation via the newsletter, constant contact, printed/mail, and the website. Policy will be visually displayed at entry points and in worship bulletin. Participants will be asked to self-screen for COVID-19 symptoms/exposure prior to leaving home.

Participation will be predicated on participants willingness to commit to the following:

- 1) freedom from symptoms or current/recent significant exposure to persons with COVID19,
- 2) wear a face covering
- 3) observance of best practice regarding hand hygiene (on entry, following use of the bathroom, etc.)

4) observance of physical distance

5) abide by whatever modifications to worship are deemed necessary.

- Disposable masks will be available at entry for those who forget theirs
- Ushers will be asked to document attendance for contact tracing in the event of an exposure
- Hand hygiene stations will be located throughout the premises
- A thermometer will be available on request or if needed.
- Laminated instructional signage will be posted in every kitchen and restroom on proper hand hygiene technique.
- We are required by the state and county to have a site specific protection plan (SSPP). Our site lead is Mauricio Wilson, rector.
- SPEC will provide the following PPE for staff and volunteers in an official capacity
 - Face masks
 - Eye protection
 - Gloves
- We are required to perform staff education specific to COVID-19. This will be done by attestation to a written packet of materials (attached), which includes
 - Information on how to prevent the spread of COVID-19
 - Self screening at home
 - Which conditions may make individuals more susceptible to the virus
 - Importance of staying home if you are sick
 - When to seek medical attention
 - When you are able to return to work if you develop COVID-19
 - Importance of hand hygiene
 - Proper use of face coverings
 - Proper method and frequency of cleaning if that is in their job description
 - Importance of physical distancing at work and at home
- The rector will serve as contact with Alameda County Department of Public Health.

Physical distancing for staff and congregation:

- Physically mark flow into and through the building using a variety of materials (signage, markers on floor/pews) to maintain 6 feet between individuals/family units; more than 6' for singers (10ft)
- Will manage flow through narrow/restricted spaces using visual management and ushers.
- Enter and exit through different doors; exit by row.
- Will use ADA restroom on first floor of 116 Montecito (has better ventilation); 15 minutes between occupants
- Manage influx to building by distancing outside before entry to avoid bottlenecks in narthex

Worship practices: (<https://diocal.org/covid-19-advisories>)

Please see the summary of proposed phased reopening plan, Regathering Summary.pptx

PHASE I: CURRENT STATE

- Currently offered services (limited to 10 participants, altar party and quartet only, and are live streamed on Facebook)
 - 0800 Sunday (Spoken Eucharist or Morning Prayer)
 - 1000 Sunday (Sung Eucharist or Morning Prayer)
 - First Sunday evensong (4pm)

- Fourth Sunday Compline (8pm).
- All participants are masked
- All participants are separated by 6', with the exception of singers, who are separated by 10'. Currently masks are removed during speaking or singing.

PHASE II: OUTDOOR WORSHIP and Private Prayer and Quiet Space

- Details of outdoor services are to be determined in terms of timing, frequency, inclusion of music and type of service.
- Visual and physical barriers to separate worshipers by 6 feet. Visual management to encourage physical separation outside of building while waiting to be seated. Maximum number of participants will depend on the physical space selected
- We will manage number of participants via a reservation system with slots allocated for visitors.
- No congregational singing.
- No passing of offering plate. Currently members send checks either directly or via their bank, can use PayPal, and we are exploring other electronic options (Venmo). We will have a secure box for deposit of contributions if people wish to contribute in person.
- Printed all-inclusive bulletins will be provided. No shared hymnals or prayer books. The bulletins will also be distributed electronically so individuals can follow on their electronic device. Participants may use their own prayer books.
- Children will be allowed to attend with their families but no FaithQuest (Sunday School)
- We are considering using limited verses of hymns and the shorter version of reading when practically possible in order to decrease worship times.
- Ushers will be responsible for flow of worshipers in and out of the worship space, and to the restroom, and will ensure physical separation (see additional usher responsibilities later in the document)
- No physical contact during passing of the peace
- Clergy or other participants with worship roles who are in high risk categories who have speaking or singing parts will be invited to participate with specific individual offerings such as solos, preaching or Gospel proclamation. We will take additional precautions to ensure their safety and wellbeing such as greater physical distancing.
- Congregants will worship in person at their own risk. Individuals in high risk groups should consider on-line worship.
- Continue with on-line worship

Private Prayer and Quiet Space

Locations:

- Outdoors, on clean air days: Southwest Courtyard/Labyrinth, or the Central Courtyard/St. Francis statue.
- Indoors can be considered once the church is clean, ventilation determined safe, and indoor protocols are established.

Guidelines (except the last bullet item, all are from the Diocese):

- Hands should be washed both before and after.
- Masks should be worn.
- Only personal prayer books should be used.

- Whole & Healthy Church practices should be followed.
- Congregants using the space for private prayer should take responsibility for sanitizing any touched surfaces, including bathroom. Cleaning supplies should be provided by the church, and readily available.
- All other on-site safety protocols for visitors should be followed.

PHASE III: INDOOR WORSHIP

- Indoor worship is not yet permitted in Alameda County and the guidelines are subject to change
- All conditions in Phase II will be true in Phase III except the number of participants may be more because of the larger space
- Faith Quest may be possible if teachers are available
- Ventilation in the church building is poor. A precondition to Indoor worship is a professional assessment of ventilation.
- Continue with on-line worship
- Church building and certain supporting spaces will require a deep clean and decluttering prior to advancing to Phase III

SPECIFIC MINISTRIES

Altar Guild

- Pre-Covid our Altar Guild worked in teams of 4 people to prepare the sanctuary on Saturday for worship and do last minute preparation and take down following services. In Phase 1-2 they are working as teams of 1. As we open past stage two Altar Guild members will observe the same standards of careful hand hygiene, masking and physical separation as they do their work. Will review current protocols for cleaning worship items within the span of their control.

Children & Youth:

- During phase 2 of reopening, children will remain with their families during worship.
- During phase 3 of reopening, children may participate in FaithQuest, predicated on the availability of teachers, small groups, ALL wearing masks and social distancing. Outdoor participation may be possible. Shared materials must be able to be cleaned. Children participating in the worship service will need to follow the same standards as the adults and will be coached by the responsible adult.
- Mustard Seeds (care for children too young for FaithQuest) will be self-managed by the parents using the space, indoors.
- Cleaning of toys and educational materials:
 - Toys or educational materials used will be made of materials that can be easily cleaned (plastic, vinyl, treated woods, metal). These items will be cleaned after each session with an appropriate disinfectant. Visibly soiled items will be washed in soap and water first. Any toys likely to be mouthed should be subsequently rinsed with water or placed in the dishwasher.
 - Any items that cannot be cleaned as above should be single use or designated for each individual participating child (for example, crayons)

Music:

Full choir and congregational singing will probably not be possible until Phase IV. Music will continue to be provided (piano, organ, vocal) by music director and our professional quartet.

Coffee hours and other shared meals

No shared meals or coffee hour will be offered until phase 3 when it will be BYO.

Ushers:

Ushers will have an important and elevated role as the point of first contact with participants.

- Greet participants
- Provide worship materials
- Document attendance
- Encourage hand hygiene before entry
- Manage placement of participants and flow in and out of the space
- Reinforce “Conditions of participation”
- Provide face coverings for those who do not have them
- Manage flow in and out of bathrooms
- All services will require 2 ushers

Ministry with the Vulnerable & Homebound

St. Paul’s ministry with vulnerable populations has been impacted by COVID. We are unable to run any programs with elderly clients on site because the buildings are closed, and groups and staff are in vulnerable age groups. Senior luncheons, senior market, social activities and on demand food bag distribution have been put on hold. Any activities in the parish hall will need to be relocated as the school is modifying the parish hall for instructional space.

We have restructured the food pantry to supply 35-45 food bags twice monthly (our normal pantry schedule) to clients, using “pods” of individuals within the same household for specific tasks in sequence rather than simultaneously. Participants are called and given a time to come and receive their bags. Bags are prepared in the church and distributed at the front door without physical contact. Gloves and face coverings are worn.

COVID has also impacted our ability to connect with homebound clients. Because of both shelter in place and age-related vulnerabilities (both visitors and homebound), physical visits are not possible. A phone tree was organized at the beginning of the SIP, and clergy and members are calling those who are shut in.

Finance and office procedures:

The office staff is made up of two part-time individuals plus the full time Rector. Currently the bookkeeper is on site on Mondays only. The Parish Administrator works from home but comes to the office one day a week to print bulletins. The Rector works remotely but comes to the building from time to time at different times from the Bookkeeper and Parish Administrator. Staff are in regular communications through email, messaging and Zoom if needed.

Contribution options include:

- Mailed check
- Electronic check issued from members' bank
- Paypal and Venmo
- We will have a secure box for deposit of contributions if people wish to contribute in person.

Church meetings:

- All meetings will be held virtually until at least phase 3.

Protocols for service in the community/Outside groups using church facilities:

- During phase 1-3 we do not intend to allow outside groups to use the facilities, given the complexity of the relationship with the school and difficulty ensuring accountability in following cleaning protocols. We may consider allowing using outside space without bathroom facilities.