TRINITY EPISCOPAL CHURCH
PHASED RE-OPENING PLAN

Version 5 - October 21, 2020

These Guiding Principles will be used as appropriate for all phases of re-opening. These guidelines may be changed in accordance with guidelines from the CDC, the diocese of Oklahoma and/or the leadership of Trinity Episcopal Church. Any changes will be issued in writing via digital communication platforms.

• Signage is placed outside and inside the building to direct people where to go and what safety measures to follow. This stays in place through all phases. See Supplement A for samples.
• 6 feet apart social distance is maintained and enforced.
• Touch free hand sanitizer stations will be placed by the restrooms and the narthex.
• Restricted areas will be cordoned off using caution tape and signage.
• Limited entry and exit points
    For staff and volunteers: Entry and Exit from South West Doors only
    For eventual indoor worship: Entry and Exit from South West Doors only
    For eventual indoor worship: Nave entry and exit from the narthex doors only, for direct exit via the South West doors only.
• Masks are required to be worn to enter the building or take part in any activity inside or outside the church in phase 1 and 2, until deemed safe to go without one by the CDC. Disposable masks will be provided if needed. Those who refuse will be denied entry.
• All outside groups, once allowed to meet in person, will complete a "building usage form," sign a group covenant, and provide updated liability insurance information to facilities manager. One person from each group shall be designated to follow the sanitation policy after room use.
• All individuals who enter the church building for non-worship events will be asked to sign a community covenant. Outside group leaders must sign a covenant for their group to meet.
• Keep from touching surfaces as much as possible
• Utilize easy to clean surfaces
• Drinking fountains will be closed with caution tape and signs
• All hymnals and paper products will be removed from the worship area and narthex. Digital bulletins will be available on the website.
• Communion will be in one kind (wafer only) until further notice.
• Sanitation Policy is put into practice.
• Response and Protocol to positive COVID Test
    o Signs will be posted, and announcements made both in person and by email/newsletter/website stating that if someone becomes sick with COVID they are asked to notify the church office immediately to report to the bishop.
    o If they are part of an outside group, the group leader is to notify each attendee by email or phone of the exposure. If they are part of a church group, the office will handle the notifications of those that were exposed.
    o All possibly contaminated areas will be closed, cleaned, and disinfected using the sanitation policy.
    o If possible, the church will be flooded with outside air and all air handler filters replaced immediately.
    o The area can be re-opened for use once it has been cleaned and disinfected.

CURRENT

Worship Guidelines

- *Outdoor* in-person worship begins with maximum social distancing and personal protection measures are exercised, and the sanitation policy is followed. In-person indoor worship continues to be suspended. The limit on attendees will be dependent on location and space available for social distancing.
- Liturgy on the Lot will take place, regardless of weather, at 3:00pm until it is deemed too cold to do so, or until local risk level is in the green.
    - An "offering box" will be used for Liturgy on the Lot, to allow for in-person gifts. The box will be enclosed, with a small opening to make deposits.
- Livestreamed service will continue at 10:00am. Groups of 10 people may gather inside for the purposes of recording or service production while maintaining personal protective measures and staying at least 6 feet apart. Music will be provided by the staff singers chosen by the Organist and Director of Music, wearing masks at all times during rehearsal or during service.
- Midweek Meditation continues on Wednesdays by appointment only.
- Small groups of no more than 15 may meet on the church grounds *outside* on Saturdays and Sundays. Only one group may meet each day and reservations must be made the Front Office Coordinator by calling the church at 918-582-4128 or emailing JSchneider@TrinityTulsa.org. There will be NO ACCESS TO THE BUILDING.

Church Offices

With the exception of reception and facilities staff, all employees and volunteers continue to work from home, coming into the office only as necessary for the performance of their duties. While in the building, staff and volunteers maintain personal protective measures and follow the sanitation policy.

Church Buildings

The church building and common areas remain closed to the public. Community groups, support groups, and other renters continue to meet virtually. Weddings and memorial services are postponed or conducted virtually.

PHASE 1

This phase is triggered when Tulsa County has been in the yellow, per state guidelines, for at least two weeks. Trinity leadership will then evaluate whether to trigger phase 1.

Worship Guidelines

- In-person *indoor* worship begins with two services with no more than 50 parishioners per service. Each service will utilize either the north or south side of the nave to minimize potential for virus spread. Liturgy on the Lot will take place, regardless of weather, until it is deemed too cold to do so, or until local risk level is in the green.
    - An "offering box" will be used for Liturgy on the Lot, to allow for in-person gifts. The box will be enclosed, with a small opening to make deposits.

- Groups of 10 people may gather inside for the purposes of recording or service production while maintaining personal protective measures and staying at least 6 feet apart. Music will be provided by the staff singers chosen by the Organist and Director of Music, wearing masks at all times during rehearsal or during service.
- An altar guild team will be able to gather for preparation and clean-up after the service. All members must abide by social distancing, sanitation and safety measures.
- The sanctuary is large enough to be sectioned off. Each service will use its own pew. Different sections – north or south side of the nave - will be used for each service to prevent touch contamination.
- Offerings will be touchless with offering plates at the front and rear of the nave. We also utilize our app and website for digital giving during the service or at home.
- Sexton, head usher, clergy and Director of Operations will train in correct procedures for safety and cleaning.
- Worship area and entry/exit points will be cleaned and sanitized before, between and after last service following CDC guidelines and protocols. If sexton is on campus it will be alongside and under the supervision of the sexton, otherwise trained volunteers will clean and sanitize.
- AV Team will clean and sanitize their equipment after each person's use per the sanitation policy.
- Only the 2nd floor bathrooms will be open in phase 2. The sexton will clean the bathroom between each service and signs will direct each person who uses the bathroom to clean and wipe down any areas utilized.
- The nursery will remain closed until phase 3 or deemed safe by the CDC or conference.
- Sunday school will not meet in person until phase 3 or deemed safe by the CDC or conference.
- The playground remains closed until phase 3 or deemed safe by the CDC or conference.
- There will be no singing or oral recitation of liturgy by the congregation during service.
- Singing can be included in worship with staff singers that maintain social. Anything touched by singers should be cleaned and sanitized before putting away or used by another. Masks must be worn during the service.
- Up to 2 services per morning will be conducted, *one at 8am and one at 10am*, lasting up to 45 minutes to allow for adequate time between services to ready the worship space for the next service.
- The Director of Operations will handle the reservations and take the temperature of each attendee, as they arrive. Walk-ins are to be greeted by the head usher to ensure masks are worn, waivers are signed, and understanding of policies and practices are communicated. The covenant will be emailed to all congregants, available on the website and at the worship service for those that do not have access to the electronic version. A volunteer will be stationed at the covenant table wearing mask and gloves. Hand sanitizer will be on the table. Pens will be marked clean versus used and the volunteer will clean and wipe down any used items.
- Attendance policies and practices specific to this worship service will be on the website, mass emailed to all parishioners and given as directions before service by the ushers and during service by the priest, as necessary.
- Ongoing sanitation and cleaning policies and practices continue to be implemented for all areas of use.
- All vulnerable individuals and homebound continue to worship from home via concurrent livestream worship.
- There will be no coffee hour, or other events with refreshments.
- Signage and directional tape will be used to control traffic flow. Parishioners will enter through the center doors from the narthex and exit through either the south or north doors of the nave, dependent on which side of the nave is used for the service. Signs and directional tape will also be used to encourage minimum social distance is maintained, surfaces touched are limited, and areas off limits are restricted.

• Before the benediction, the priest will remind attendees of the socially distant exit protocols both in the nave and the Great Hall. The priest will also remind attendees that there must be no gathering in the Great Hall or parking lot.
• Ushers will dismiss congregants one row at a time.
• The head usher wearing masks and gloves will collect the offerings from the plates and empty the contents in to the safe.
• Staff and/or volunteers, under the direction of the sexton, head usher, director of operations or clergy will follow the sanitation policy to prepare for the next service.
• Midweek Meditation on Wednesdays will continue by appointment only.

Church Office
With the exception of reception and facilities staff, all employees and volunteers continue to work from home, coming into the office only as necessary for the performance of their duties. While in the building, staff and volunteers maintain personal protective measures and follow the sanitation policy.

Church Building
- The church building and common areas remain closed to the general public. Small groups of no more than 15 may meet in the Great Hall by reservation only. Only one group may meet each day, Monday, Tuesday, and Thursday from 9:00am to 2:30pm, and Wednesdays from 9:00am to 5:30pm. Doors to the narthex and the hallway by the vestry sacristy will be closed to prevent movement into the church. Only one group may be in the church at one time and building usage MUST be pre-arranged by submitting a building usage form at least one week before the date of the event. Each member of the group MUST agree to and sign the community covenant. Building usage forms and community covenant forms will be found on the website.
- Weddings and memorial services may be considered on a case by case basis.

PHASE 2
Phase 1 activities continue as appropriate and the following are implemented.
This phase is triggered when Tulsa County has been in the low yellow, per state guidelines, for at least two weeks. Trinity leadership will then evaluate whether to trigger phase 2.
Worship Guidelines
- In-person *indoor* worship begins with two services with no more than 100 parishioners each. Each service will utilize either the north or south side of the nave to minimize potential for virus spread. Liturgy on the Lot ends.
- Groups of 15 may gather inside for the purposes of recording or service production while maintaining personal protective measures and staying at least 6 feet apart. Music will be provided by the staff singers chosen by the Organist and Director of Music, wearing masks at all times during rehearsal or during service.
- An altar guild team will be able to gather for preparation and clean-up after the service. All members must abide by social distancing, sanitation and safety measures.
• The sanctuary is large enough to be sectioned off. Each service will use its own pew. Different sections – north or south side of the nave - will be used for each service to prevent touch contamination.
• Sexton, head usher, clergy and Director of Operations will train in correct procedures for safety and cleaning.

• Worship area and entry/exit points will be cleaned and sanitized before, between and after last service following CDC guidelines and protocols. If sexton is on campus it will be alongside and under the supervision of the sexton, otherwise trained volunteers will clean and sanitize.
• AV Team will clean and sanitize their equipment after each person's use per the sanitation policy.
• Only the 2nd floor bathrooms will be open in phase 2. The sexton will clean the bathroom between each service and signs will direct each person who uses the bathroom to clean and wipe down any areas utilized.
• The nursery will remain closed until phase 3 or deemed safe by the CDC or conference.
• Sunday school will not meet in person until phase 3 or deemed safe by the CDC or conference.
• The playground remains closed until phase 3 or deemed safe by the CDC or conference.
• There will be no singing or oral recitation of liturgy by the congregation during service.
• Singing can be included in worship with staff singers that maintain social. Anything touched by singers should be cleaned and sanitized before putting away or used by another. Singers masks must be worn during the service.
• Up to 2 services per morning will be conducted, *one at 8am and one at 10am*, lasting up to 45 minutes to allow for adequate time between services to ready the worship space for the next service.
• Director of Operations will take the temperature of each attendee, as they arrive. Walk-ins are to be greeted by the head usher to ensure masks are worn, waivers are signed, and understanding of policies and practices are communicated. The community covenant will be emailed to all congregants, available on the website and at the worship service for those that do not have access to the electronic version. A volunteer will be stationed at the covenant table wearing mask and gloves. Hand sanitizer will be on the table. Pens will be marked clean versus used and the volunteer will clean and wipe down any used items.
• Attendance policies and practices specific to this worship service will be on the website, mass emailed to all parishioners and given as directions before service by the ushers and during service by the priest, as necessary.
• Ongoing sanitation and cleaning policies and practices continue to be implemented for all areas of use.
• All vulnerable individuals and homebound continue to worship from home via concurrent livestream worship.
• There will be no coffee hour, or other events with refreshments.
• Offerings will be touchless with offering plates at the front and rear of the nave. We also utilize our app and website for digital giving during the service or at home.
• Signage and directional tape will be used to control traffic flow. Parishioners will enter through the center doors from the narthex and exit through either the south or north doors of the nave, dependent on which side of the nave is used for the service. Signs and directional tape will also be used to encourage minimum social distance is maintained, surfaces touched are limited, and areas off limits are restricted.
• Before the benediction, the priest will remind attendees of the socially distant exit protocols both in the nave and the Great Hall. The priest will also remind attendees that there must be no gathering in the Great Hall or parking lot.
• Ushers will dismiss congregants one row at a time.
• The head usher wearing masks and gloves will collect the offerings from the plates and empty the contents in to the safe.
• Staff and/or volunteers, under the direction of the sexton, head usher, director of operations or clergy will follow the sanitation policy to prepare for the next service.
- Midweek Meditation on Wednesdays will continue by appointment only.
- The church building and common areas remain closed to the general public. Small groups of no more than 20 may meet in the Great Hall by reservation only. Only one group may meet each day, Monday, Tuesday, and Thursday from 9:00am to 2:30pm, and Wednesdays from 9:00am to 5:30pm. Doors to the narthex and the hallway by the vestry sacristy will be closed to prevent movement into the church. Only

one group may be in the church at one time and building usage MUST be pre-arranged by submitting a building usage form at least one week before the date of the event. Each member of the group MUST agree to and sign the community covenant. Building usage forms and community covenant forms will be found on the website.

Church Office

All employees and volunteers continue to work from home, coming into the office only as necessary for the performance of their duties. Clergy, staff and vestry should continue to meet virtually or by phone whenever possible.

Church Buildings

- Areas that are open, must be subject to cleaning protocol. Groups may resume meeting regularly with no more than 15 people in attendance in rooms other than the Great Hall by reservation only. Only one group per room may meet each day, Monday, Tuesday, and Thursday from 9:00am to 2:30pm, and Wednesdays from 9:00am to 5:30pm. Doors to the narthex and the hallway by the vestry sacristy will be closed to prevent movement into the church. Only one group may be in the church at one time and building usage MUST be pre-arranged by submitting a building usage form at least one week before the date of the event. Each member of the group MUST agree to and sign the covenant. Building usage forms and community covenant forms will be found on the website. Community groups, support groups, and other renters that meet must, operate under moderate physical distancing protocols.
- Weddings and memorial services may be conducted for groups of less than 50 following the guidelines for sanitizing and avoid food service.

PHASE 3

Phase 1 and Phase 2 activities continue as appropriate and the following are implemented.
This phase is triggered when Tulsa County has been in the green, per state guidelines, for at least two weeks. Trinity leadership will then evaluate whether to trigger phase 3.

Worship Guidelines

Regular church worship resumes, and vulnerable populations may resume attending. Food fellowship events may resume. The nursery opens, in person Sunday school and youth group resume. Sanitation practices remain in place.

Church Office

Regular church office work and other church-based services resume, including in person meetings. Sanitation practices remain in place.

Church Buildings

Church buildings and common areas resume normal regular practices with good sanitation and cleaning being maintained. Community groups, support groups, and other renters resume regular meetings and events. Weddings and memorial services resume.