

Summary of St. Mark's Diocese of the Rio Grande: Phase II COVID-19 Plans

Proposal for Phase 2A

In Phase 2A, St. Mark's "Principal Sunday Service" (Sundays, 9:30AM) will continue to be celebrated exclusively online, with only the priests, the organist, and limited altar guild members present in the nave, and all other members of the congregation participating via Zoom and FB Live. During Phase 2A, formation & education for all ages will continue to be offered online.

During Phase 2A, we will begin to gradually begin to offer (and evaluate) supplemental opportunities for gathering "In person" at St. Mark's for prayer, worship, and formation as follows:

1. **Step 1: Midweek Quiet Contemplation Hours in the Nave (beginning in July)**
 - a. **Weekly**
 - b. One or more hours will be set aside each week for quiet contemplation in the Nave and Chapel. (Tentative schedule: Wednesday AM silent contemplation hour. Wednesday PM contemplation hour with organ music.)
 - c. Seating Capacity (per physically distanced seating chart): Up to 28 "households"; (per fire marshal, 450 individuals; @ 25% 110 individuals)
 - d. Participants will be greeted and sign in with a "host" upon arrival.
 - i. Host will ensure that participants are wearing masks before entering the building. If a participant is not wearing a mask, the host will ask, "Did you bring your own mask to wear, or do you need to borrow one of ours today?" Hosts will be supplied with baskets of clean cloth face masks to offer to participants who arrive without their own masks.
 - ii. Hosts will offer participants hand sanitizer.
 - iii. Host will assign participants a seating area, and record names and contact information (phone numbers) for participants as they arrive on the seating chart.
 - iv. Host will lead participants to their assigned seating area.
 - e. If it is desired, participants MAY receive communion from the reserved sacrament at the conclusion of the contemplation hour.
 - i. At the conclusion of contemplation hours, the host will "dismiss" one household at a time, and the priest will offer each participant communion from the reserved sacrament and/or a short blessing as they depart.
2. **Step 2: Outdoor Eucharist in St. Mark's "Fish Garden" (beginning in August)**

- a. Tentatively scheduled for: Sunday evenings, **2x month**
- b. Seating Capacity: TBD
- c. BYO Chair/Blanket
- d. Yard stakes will be pressed into the grass to designate “seating areas”
- e. Participants will be greeted and sign in with a “host” upon arrival.
 - i. Host will ensure that participants are wearing masks before entering the garden. If a participant is not wearing a mask, the host will ask, “Did you bring your own mask to wear, or do you need to borrow one of ours today?” Hosts will be supplied with baskets of clean cloth face masks to offer to participants who arrive without their own masks.
 - ii. Hosts will offer participants hand sanitizer.
 - iii. Host will assign participants a seating area, and record names and contact information (phone numbers) for participants as they arrive on the seating chart.
 - iv. Host will lead participants to their assigned seating area.
- f. Communion
 - i. Congregation will remain in place at Communion, and ministers will move to distribute communion to each household.
 - ii. If communion in both kinds is desired, each household will be invited to provide its own “common cup”, and ministers will simply pour a small amount of consecrated wine in the each household’s cup by way of distribution

3. Step 3: Indoor Eucharist in the Nave (beginning in September)

- a. Tentatively scheduled for Sunday evenings, **2x/month**. (Thursdays at 11AM are also a possibility)
- b. Seating Capacity (per physically distanced seating chart): Up to 28 “households”; (per fire marshall, 450 individuals; @ 25% 110 individuals)
- c. Participants will be greeted and sign in with a “host” upon arrival.
 - i. Host will ensure that participants are wearing masks before entering the building. If a participant is not wearing a mask, the host will ask, “Did you bring your own mask to wear, or do you need to borrow one of ours today?” Hosts will be supplied with baskets of clean cloth face masks to offer to participants who arrive without their own masks.
 - ii. Hosts will offer participants hand sanitizer.
 - iii. Host will assign participants a seating area, and record names and contact information (phone numbers) for participants as they arrive on the seating chart.
 - iv. Host will lead participants to their assigned seating area.
- d. Liturgical Notes
 - i. Simple, said service
 - ii. Communion
 - 1. Congregation will remain in place at Communion, and ministers will move to distribute communion to each household.

2. If communion in both kinds is desired, each household will be invited to provide its own “common cup”, and ministers will simply pour a small amount of consecrated wine in the each household’s cup by way of distribution

4. **Other: Mosaic Project (beginning in July)**

- a. Work on an outdoor community mosaic project will begin this summer at St. Mark’s.
- b. Most work on the mosaic will be done “remotely” by individual households
- c. Some work on the mosaic may be completed on site at St. Mark’s, with all participants observing appropriate mask-wearing, physical distancing, and sanitation measures.

5. **More Notes:**

- a. Vestry and Clergy will assess the “success”, attendance, safety, frequency, etc. of each step in Phase 2A on a regular basis.
 - i. Vestry will include review of each step in their monthly vestry meeting agenda
 - ii. Clergy will include review of each step in their weekly clergy meeting agenda
- b. **We expect to be ready to submit St. Mark’s proposal for Phase 2B in mid-September.**
- c. During Phase 2A, the liturgical ministry of the congregation will be enacted most fully in our principal Sunday service, online, including:
 - i. Instrumental musicians
 - ii. Singers
 - iii. Readers
 - iv. Intercessors/Prayers of the People
 - v. Procession Leaders
 - vi. Candle-Lighters
 - vii. Confession Leaders
 - viii. “Digital Vergers”
- d. During Phase 2A, the liturgical ministry of the congregation “in person” will be limited to:
 - i. By far the most essential lay liturgical ministry during Phase 2A will be the role of “**HOSTS**”, who will be vital in ensuring that participants experience a sense of welcome and safety when they attend “in person” events, by ensuring that all safety protocols, including making wearing physical distancing measures are respected.
 1. Vestry members, available and willing ushers and other volunteers will serve as hosts.
 2. Sylvia, Christopher and our Administrator will provide the training for hosts.
 - ii. Other “in person” liturgical ministries during Phase 2A MAY include:
 1. Instrumental Musicians
 2. Lay Readers

3. Eucharistic Ministers to assist clergy in distribution of communion

Phase 2 “Seating Chart” for Nave/Chapel

Up to 28 total distinct, physically distant “seating areas”

Service Date/Time: _____

Host 1 (West Entrance/North Nave & Choir Loft): _____

Host 2 (East Entrance/South Nave): _____

Host 3 (Chapel Entrance/Chapel & Chancel): _____

	CHANCEL A (NORTH)	Contact #	CHANCEL B (SOUTH)	Contact #
	Clergy/Leader & Household 1. 2. 3. 4. 5.		Clergy/Leader & Household 1. 2. 3. 4. 5.	
ROW	NAVE A (NORTH)	Contact #	NAVE B (SOUTH)	Contact #
1	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
2				
3	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
4				
5	1. 2. 3.		1. 2. 3.	

	4. 5.		4. 5.	
6				
7	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
8				
9	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
10				
11	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
12				
13	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
14				
15	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
16				
17	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	

18				
19	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
20			1. 2. 3. 4. 5.	
ROW	CHOIR LOFT A (NORTH)	Contact #	CHOIR LOFT B (SOUTH)	Contact #
1	1. 2. 3. 4.		1. 2. 3. 4.	

	5.		5.	
2	1. 2. 3. 4. 5.		1. 2. 3. 4. 5.	
	CHAPEL SOUTH (COLUMBARIUM)	Contact #		
	1. 2. 3. 4. 5.			
	CHAPEL EAST (WINDOW SIDE)	Contact #		
	1. 2. 3. 4. 5.			
	CHAPEL WEST (SACRISTY SIDE)	Contact #		
	1. 2. 3. 4. 5.			

1. Email address *christopher@stmarksabq.org

2. Congregation Name *St. Mark's Episcopal Church, Albuquerque, NM

4. Current guidance for the State of New Mexico and Texas recommends masks or other appropriate face coverings be worn by employees in all common areas. Describe your strategy to implement this guidance.

All staff are already following the guidance of wearing facemasks in all common spaces. As time goes on, we anticipate that individuals may grow weary or forget, so we have ordered 100 reusable masks that staff and other visitors who arrive without one. The masks will arrive in the office this week.

All employees have been informed in person and through direct e-mails, our electronic newsletter, and our church website that face coverings will be required to be worn in all common areas. There will also be signs with this information on the entrance doors to the narthex as well as free-standing signage closer to the parking areas which can be read before approaching the building. Through the generosity of a parishioner, we have over 100 face masks/coverings which are clean and can be given an employee who has forgotten their mask. They may then be kept by the recipient. We will also be working to obtain additional supplies of disposable face masks to have on hand in the event that they are needed. However, we have a great supply and supplier of well made comfortable and effective cloth masks and will use that source primarily.

5. Describe your strategy to reduce contact as much as possible among your clergy and staff while in the office.

We are fortunate that our clergy and staff each have their own office spaces so it is quite easy to limit contact. Masks are worn in the common areas and staff meetings are currently conducted online.

6. Describe your congregational strategy to ensure continuous operation of the church in case one or more members of the clergy and staff contract COVID-19.

We have over the past several years done quite a bit of cross-training in office staff positions which will be of help to coverage in the event of Covid19 illness. We are fortunate to have several staff who are skilled on our communications side and have cross-trained on payroll. Our Treasurer and Asst. treasurer can assist with business office operations as needed. While none of these changes will be easy we would be able to make them work for a number of weeks while we make adjustments or wait for a person to get well. Also, many of our office functions can be completed online or via email. When we return to celebrating public liturgy, Sylvia and Christopher will “take turns” being present for public liturgies and other “in person” events at the church, so that if there is exposure to the virus during a church event, only one priest is quarantined at a time.

Preparing your Building - Fr. Christopher, Laurel, Adam, Tom

7. What is the capacity of your worship space as identified by the Fire Marshall.

The seating capacity of the Nave of St. Mark's is 450 as stated by the Fire Marshall, 420 for floor and 30 for choir loft. A more realistic estimate for actual seating capacity is 260 floor and 30 choir plus seating in the altar area 10 and overflow to side chapel 20 for a total of 320. In our estimation 25% of current capacity is estimated at 80 persons in total worship space.

8. Describe the ways your congregation can plan for sectioned seating ensuring social distancing of 6 feet between each household. (Please note: Family is not equivalent to household. Members of the same extended family who live in different households need to maintain social distancing between those different households.)

[See chart within document] Seating is to be staggered on both the north and south rows of pews of the church with alternating use center aisle to side aisle with blank pews in between the staggered seating to offer maximum separation throughout the seating area.

9. If the air in your worship space is treated by an HVAC system do you have access to the filters? If so, have you ensured that your current filters can be changed to a MERV-13 or higher rated filter?

In cooperation with our HVAC contractor we are able to upgrade our air handling filters for the Worship space to Merv-13 for a cost of \$1,000-2,000/ per year. These filters are now readily available and can be installed within 4 days. The installation of UV lighting to destroy virus would cost over \$3,000 per unit for an approximate cost of \$10,000. We are exploring ways to get better ventilations and more fresh air into the building throughout as the existing air handlers bring in 15% fresh air per cycle.

10. Are you able to open your worship space to outdoor ventilation, or utilize a combination of outdoor and conditioned ventilation?

Limited outdoor ventilation - two side exit doors could be opened. Our current HVAC system mixes 15 % of fresh air in every cycle. We are working with our HVAC Contractor to explore more possibilities for increasing fresh air and ventilation throughout the building.

11. If you are planning on worshipping outdoors, describe your plan for creating appropriately distanced seating when creating your outdoor worship space.

Our outdoor services will be held in the Fish Garden, but will have to be limited to 15 family groups due to space. Participants will be asked to bring their own fold-out chairs and we will supply a few chairs for those who do not have them. We will usher each family group to a particular location that will be marked by landscape markers with colored flags and spray chalk to make large 9 foot square spaces. Sexton will define spaces and hosts/ushers will enforce distancing zones. We recognize that proper spacing of groups must take into account the size of the group being seated and will require some attention to detail and adjustment for

larger groups, therefore the spacing will be generous and err on the side of more rather than less separation.

All attendees will be required to wear appropriate masks and we will also have washable masks available for those who do not have them. We will have hand sanitizer available and ask attendees to use it on arrival or if they leave and come back for any reason.

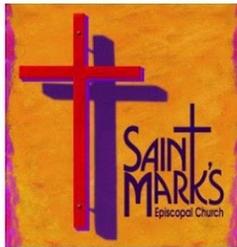
12. Does your congregation currently have an established written protocol for cleaning and sanitizing your facilities? If so, please describe.

Yes, we have developed two different policies for the facility. The facility use policy outlines a procedure for internal and external groups using the meeting spaces. Letter outlining the policy is below, along with the two tracking forms that will be posted in each meeting room. Both inside and outside groups are required to follow a cleaning procedure for their space and for the doors and restrooms to help minimize possible exposure. The first form is a simple tracking form so that we know when each meeting room is used and the group's acknowledgment that they cleaned before and after their meeting. Our custodian will be checking that form every work day to ensure he recleans following a meeting. If we expect multiple meetings in one day, our parish administrator will notify the custodian so that he is aware for extra cleaning. Both the groups using the rooms and the custodian will sign whenever they use/clean the room. See attached letter to regular facility users outlining the procedures, along with the form.

The second policy is an internal cleaning policy for common areas such as the entrance area, workroom, restrooms, etc. It is a checklist to remind employees and the custodian to clean specific areas. In addition to the custodian completing the checklist, any employee can grab the list and assist at any time when it is needed. The list is easy to follow and located in the workroom where employees often check in via time card. The plan is for this list to be completed at least once per day.

In addition to the custodian checking all forms, the Parish Administrator will check every meeting room/nave every day to review activity and ensure cleaning procedures are being adhered to. Any group not completed cleaning or signing the forms will be contacted immediately to address the

issue. Compliance is mandatory and any group that does not comply will lose privileges until COVID policy is rescinded.



June 25, 2020

For our facility use groups:

We want to thank you all for your rapid transition to online meetings following our facility closure due to the COVID-19 pandemic. I want to take this time to communicate our current status and procedures as we move toward reopening the building to those groups who want to return to in-person meetings. While we encourage continued online meetings, we realize some support groups are anxious to be able to provide some sort of in-person presence for those new to their meetings.

In response to recommendations by the state, the CDC and the Episcopal Diocese of the Rio Grande, the following meetings protocols will be required at St. Mark's Episcopal Church until further notice.

Essential Groups: Any support group is considered essential and can resume meeting under the outlined guidance below. Non-essential groups such as groups which are social in nature are not essential and should continue meeting online. If you are unsure, feel free to contact me to discuss.

Meeting locations: It is our goal to have all meetings take place in the Parish Hall to better promote social distancing. We may be able to accommodate some small meetings in other locations but that will be determined on the size of the group and must be approved by the church rector should the parish hall be unavailable.

Participants:

- The meeting size for Parish Hall must be limited to 20 people.
- Participants must remain 6-8 feet apart at all times.
- All participants must wear appropriate face covering. Any person without a face-covering must not be allowed entry into the building.
- Any participant exhibiting symptoms of COVID-19 or symptoms similar to those of COVID-19, must be asked to leave the building.
- Groups should encourage anyone in high-risk categories such as having asthma, lung and/or heart disease, having other chronic conditions resulting in compromised immune systems, living with others in high-risk categories or who are age 64 or older, to stay home.

Before the Meeting:

- Each group is required to wipe down all common area furnishing that your participants may use **when you arrive** with an EPA approved disinfectant. This includes:
 - Main entry doors door handle (exterior) and bars (interior) on both sides of the entry area.
 - All chair arms and seats your group will use in your meeting room.
 - All table surfaces your group will use in your meeting room.
 - All commonly touched restroom surfaces including: restroom faucets, stall handles, toilet handles, soap dispensers, and light switches.
 - All door knobs in the meeting room.

Depending on the cleaner you use, the CDC advises that you should wait between two and ten minutes following disinfectant to allow it to dry completely before touching. For more information on EPA approved disinfectants, and contact time for effectiveness, please visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

- Please locate the two clipboards hanging on the wall near the door in the meeting room.
 - Fill out the **Facility Use Log** with the date, arrival time, group name and whether you have prepared the room for your meeting.
 - Fill out the **Contact Tracing Log** following the instructions on the form. Feel free to use the back or a second form if needed. You are also welcome to use the back for drawing a room chair design and numbering the seats if that is helpful to you.

General Use Instructions

- Groups must provide EPA-approved liquid hand sanitizer at the entrance to the meeting room. Each meeting participant must use sanitizer upon entering and leaving the meeting room.
- The kitchen is closed and all entry or use is prohibited.
- No communal food or drink is allowed. This includes coffee and water. Attendees may bring their own beverages in containers.
- Water fountain use is prohibited.
- The main entrance to the building must be locked at the start of your meeting. Each facilitator will need to arrange strategies for dealing with people who come to the meeting late. The purpose is to ensure that attendees are properly recorded in the **Contact Tracing Log**.

Contact Tracing

- Each facilitator is required to make a record of the participants' names, email addresses, phone numbers and where each person sits. Please see the attached form to assist you with this requirement. Please note that this is the recommendation of the Centers for Disease Control and is required by the NM Department of Health. This record of participants will be essential should someone in your group test positive for the corona virus.
- After each meeting, the facilitator will drop this form in either the black exterior church mailbox located on the wall by the east doors or in the small gray drop box on the west wall of the entrance area near the main office door.
- We recognize that anonymity is often part of the support group culture. Please let your participants know that this form will be gathered and simply filed in our administrator's office. No others will have access to the form unless there is the need for notification. The only purpose is to notify them in case of an outbreak.

After the Meeting

- Each group is required to repeat the cleaning process described in "Before the Meeting."
- Again, each facilitator is required to deliver the **Contact Tracing Log** in a mailbox before leaving.

Insurance

- Please obtain a **Certificate of Insurance** from your sponsoring group (usually the Regional or National Headquarters for 12-step groups hold these certificates) naming St. Mark's Episcopal Church as a Certificate Holder for the policy. Submit the certificate to stmarks@stmarksabq.org.

These guidelines are a requirement for using the St. Mark's Facility until further notice. St. Mark's staff will perform periodic, unannounced checks to ensure compliance. Failure to comply will result in your meeting cancellation until the restrictions are lifted. Please return a signed copy of the guidelines to stmarks@stmarksabq.org.

Please contact me if you have any concerns or questions regarding these documents or any other matter relative to use of our facility. We thank you in helping us make St. Mark's a safe place to meet in this challenging environment.

Thank you,
Jennifer Lind
Parish Administrator

Acknowledgement of Current Meeting Protocols 6.25.20

**St. Mark's Episcopal Church
431 Richmond Place NE
Albuquerque, NM 87106**

I acknowledge that I have read and understand the terms of resuming in-person meetings at St. Mark's Episcopal church. My signature indicates both understanding and a willingness to comply with the terms in order to reduce the spread of corona virus.

Signature of Coordinator/Facilitator of Group

Date

Cell/Home #

Printed Name

Office Main Community Areas Checklist

Reception Area & Hallway	M	Tu	W	Th	F
Wipe down light switches, phone, chairs, desk, all door handles & alarm keypads (2)					
Copy Room	M	Tu	W	Th	F
Wipe down light switch, phone, counters, time book & pen, & copier					
Parish Hall	M	Tu	W	Th	F
Wipe down light switches (2) and door handles (3) and trash can lids.					
Women's Restroom	M	Tu	W	Th	F
Wipe down handles on toilets, stalls, faucets, soap dispensers, and towel dispensers.					
Wipe down trash can lid, light switch and door handles.					
Men's Restroom	M	Tu	W	Th	F
Wipe down handles on toilets, stalls, faucets, soap dispensers, and towel dispensers.					
Wipe down trash can lid, light switch and door handles.					
Lobby	M	Tu	W	Th	F
Wipe down main door handles (both sides).					

13. Please describe your congregation's plan to provide for the following additional sanitation considerations specific to houses of worship. -- Before and after each service, clean and disinfect the following high-contact surfaces such as tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics. Disinfect any items that come into contact with attendees. (Prayerbooks, Hymnals, pew-racks. Bulletins should be one-time use only.) Make hand sanitizer, disinfecting wipes, soap and water or similar disinfectant readily available. Place readily visible signage to remind everyone of best hygiene practices.

Custodian will have a checklist available should he need it for reminders for cleaning the Nave and sacristy. We will be pulling prayer books and hymnals and incorporating as much as possible into a one-time use bulletin. Since attendance will be lower, this is a reasonable trade-off in respect to printing costs. We will have hand sanitizer and wipes and cleaning materials available in the entrance area should it be required in the service. We have already downloaded reminder/instructional signage from the NM Department of Health for posting when the time arises.

14. Does your congregation have a relationship with a wholesale supplier of cleaning and sanitation products? If so, please describe. If not, please describe your strategy for ensuring access to appropriate sanitation supplies given supply chain strain. (E.g purchasing concentrate, and diluting appropriately, soliciting donations of cleaning supplies, etc...)

Yes, we have a contract with Brady Supplies. We have purchased a case of concentrate, along with wipes, hand sanitizer, gloves, extra masks, paper towels and thermometers. Outside groups are required to bring their own supplies. We have had some difficulty getting products from our supplier, but we've been able to supplement with Office Depot or in-person store purchases. Our parish administrator also has two alternative supply company's contacts in case we have trouble locating materials.

Preparing your Liturgical Team - Mother Sylvia, Meredith, Susan, Melanie

15. It is the expectation of the Diocese of the Rio Grande and the recommendation of the States of New Mexico and Texas that all ministers, volunteers, and congregants attending public worship in Phase II will wear a mask, or other suitable face covering. Please describe your strategy for communicating this guideline, and ensuring congregational cooperation?

This guideline will be clearly posted at the entry ways using large "A frame" signs as well as being communicated through our digital media platforms as well. We will also have a supply of disposable face masks on hand to be distributed as needed.

-Post physical signs with expectation (on in building 100% of the time), post on website, post on messenger, post on phone message as well, any online reservation

system

- Provide hosts with a **script** of how to move through the mask Q&A - do you already have a mask or do you need to borrow one?
- Constant reminders from the front (celebrant)

16. Describe your strategy for ensuring that usage of shared items in worship (offering plates, common cup, prayer books, hymnals, etc...) does not violate social distancing standards of 6 feet between congregants not of the same household.

We will be using one-time use printed order of worship so there will not be sharing of prayer books and hymnals nor of offering plates or common chalices. Members will be greeted in the narthex, where they will receive any orientation that is needed and provided with a mask if they do not have one. There will be a hand sanitizing station and a place to pick up an individual order of worship. Socially distanced seating and the reduction of movement within the liturgy will help to ensure continued social distancing.

For offering/collection - stationary plate - security type considerations (ex: coffee hour donations)

Remove all prayer books/hymnals and provide one time use orders of worship, etc.

Put all orders of worship, etc. online

Common Cup - distribute communion in one kind, BYO Chalice policy (COVID

Communion Cup) - staggered pews and Priest walks through the empty pew to give communion - if folks don't want the interaction can cross arms (some other signal)

Candles w/ Icon - move to back of church - pass by as you leave/enter to light candles already staged in sand - or move to narthex

Stations of Worship Prep - every X in the line has "activity" - reflection, light candle, pray, give thanks - to include maybe Icon w candles

17. Recent studies indicate that singing in worship greatly increases the risks of both the singers and those congregants present in the same room. Link here: () Please describe your congregations strategy for informing congregants of this information, and either ceasing or providing a distanced way to continue congregational singing.

We continue singing in our online service. One way we are taking care of each other during this time is to not sing when we are together during this time.

Consider having a soloist in a separate space (balcony, chapel, etc. - potentially piped in from somewhere else?)

Consider soloist for outside services

We are interested in emerging research on humming in church but have not formulated a policy on this yet.

Messaging: Script of sorts, continue to socialize info from front

18. Please describe your congregational strategy for training all servers and liturgical volunteers (Eucharistic Ministers, Acolytes, Ushers, Greeters, etc...) in the ensuring that social distancing and personal hygiene recommendations are followed.

-Liturgical volunteers for 2a - Hosts - Stewards of Hospitality and Wellness

-Provide scripts to hosts with mask language and train on process of shepherding people through worship

-Initial Training for all liturgy hosts - show up early for first "shift" for walk through of

sorts

-Step by Step instructions posted along with the script

19. What is your plan for interacting with congregants who do not comply with social distancing and personal hygiene requirements?

-Run the mask script - **do you have one or do you need us to provide you one? Please maintain the social distance of 6 feet “don’t squish my angel wings” “please leave room for the holy spirit - they need 6 ft”**

-List of responses: I understand you don’t want to wear a mask, but...We are all members of one body...This is how we love each other; **if this doesn’t work for you, then we welcome you to join our online services**

-Plan for most complex possible parishioner response and make that the rule

20. Current guidance from the State of New Mexico states that congregations may only be opened at 25% capacity, and the State of Texas requires that congregants maintain a safe social distance of 6 feet between households. Both guidelines require a reduction in seating capacity. Describe your strategy for managing attendance and traffic flow in such a way that your services would not exceed capacity under those guidelines.

Require RSVP for in person events - section is assigned at that time. If we notice we are reaching capacity or headed that way, consider offering another service
Step by step process outlined for standing in line; checking people in; shepherding folks to their section via side aisles only, not the center aisle; host informs on process for dismissal. We have also developed a seating reservation program using Google sign-up that will make this possible.

Seat people front to back, dismiss back to front

For dismissal - done by seating area - by either host or priest depending on the nature of the service

21. Describe your process for ensuring that those in high-risk populations or those who do not wish to return to public worship will continue to have access to streamed/digital services. Some thoughts include: Streaming your digital service at a separate time, positioning cameras and streaming equipment in a way that is unobtrusive, providing for contact-free delivery of the sacrament, etc...

We will continue to provide services online so that all may worship together on Sundays.

Goals: grow our eucharistic visitors

Young people matched with older folks to teach technology; part of our leadership development

Preparing your Congregation

22. What sources for local public health information does your congregation have a relationship with, and what channels have you established for receiving current local public health guidance?

The NM Department of Health is in regular contact with a staff member who will update all staff as needed with new requirements or advisements. Their website includes a variety of helpful forms, signage, etc. for download. In addition to direct emails, our parish administrator will regularly check the website for updates (bi-weekly).

23. How will you clearly communicate that those not using face coverings will not be permitted to enter the facility, or that those who attend without an RSVP may be turned away at the door?

It is our intention when we re-open the St. Mark's doors for limited worship and attendance to communicate through USPS letters, direct e-mails, our electronic newsletter, and our church website that face coverings will be required to enter the building and that there will be a limited number of people allowed to attend each service. If we use the RSVP system (it may be a first come, first admitted system) that information will be included as well. There will also be signs with this information on the entrance doors to the narthex as well as free-standing signage closer to the parking areas which can be read before approaching. Through the generosity of a parishioner, we have over 100 face masks/coverings which are clean and can be given to someone who has arrived without one. They may then be kept by the recipient.

24. How will you communicate to your congregation that members of the congregation who are part of a vulnerable population should remain home?

Through the same channels as listed in Question #20, St. Mark's will make sure to tell the entire congregation of the dangers of contracting the COVID-19 virus to our vulnerable parishioners and list, as indicated from the Health Department, what conditions make one vulnerable. We will "encourage" those who fall into a vulnerable category to stay home and continue to participate in worship on-line. We also intend to point out the dangers of exposing oneself to the virus if one intends to visit family and friends....the potential of taking the virus and giving it to those they visit. However, St. Mark's does not plan to reject anyone at the door or refuse them entering the building based on our judgment they are vulnerable. We will emphasize the final decision lies in the mind and heart of each parishioner.

25. One of the conditions of reopening in Phase II is the ability for local health officials to "contact trace" outbreaks as they occur in particular institutions and locations. Please describe your congregation's strategy for gathering contact information for all attendees and following up on that information should an outbreak occur.

David: St. Mark's plans to have volunteers at the door to gather information on each parishioner and visitor who comes to worship. We will record their name and phone number. This could be done by one volunteer receiving the information verbally from the person and writing it down. It could also be done on a table outside the door where the worshipper writes down the information themselves. This requires a fresh pen for each person to write with. Used pens would be sanitized by a volunteer and returned to the "clean pen pile." We will also be using an RSVP system so that some information will already be gathered and printed as well.

26. Describe your preparations for responding pastorally to those for whom a socially distanced liturgy may generate strong feelings of grief, loss, or anger.

St. Mark's has been responding pastorally to those for whom not being able to come to the church building/facility for the past three months has generated strong feelings of grief, loss, and anger. The clergy are available to speak to anyone at anytime about these feelings and their concern about their faith, spiritual life, and the church community in this current time of social distancing by staying at home. The clergy makes regular phone calls to parishioners - especially those for which we have knowledge are suffering from the loss. We also have a phone tree in which congregants call one another to check on their well-being. We have "encouraged" people to let the clergy know if they encounter anyone who they think could use some extra support. We have found the keeping people informed of what is happening at St. Mark's virtually and the state of progress toward re-opening lessens adverse emotions.

27. Depending on the size of your congregation an RSVP or ticketing system may be necessary in order to smoothly conduct multiple services at reduced capacity. What ideas or strategies are you developing to respond to this?

This has already been developed by our communications specialist.