

St. Mary's Phase 2 Re-Entry Plan

Prepared by the Reopening Taskforce | Revised May 31, 2020

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Criteria for Entering Phase 2

As of 5.31.2020, the Bishop's requirements to reopen are as follows:

1. CoViD-19 cases are in decline for 14 days in KCMO
2. Testing is adequately available for those showing symptoms of CoViD-19
3. The Office of the Bishop has given approval to enter Phase 2, according to the following, approved Plan

Narrative Scope of the Phase 2 Plan

In Phase 1 of the church's response to the present CoViD-19 pandemic, the Bishop closed all churches. During that time, Masses were streamed from the Rector's home and online gatherings for Morning Prayer and small group ministries were created. During Phase 2, the church building will be open for principle services to those who can safely and in good conscience gather for the Eucharist. Online prayer and community meetings will continue and the church will not be open for any other gatherings. When the chance of infection in the Kansas City area significantly declines, the church may prepare for Phase 3 of reopening.

Building Entry & Access

Capacity

At the time of this plan's release, 50% occupancy is the maximum capacity allowed in the establishment, per City of Kansas City emergency guidelines. The Fire Marshall-approved maximum occupancy of the building is 500, so up to 250 persons could be present for our gatherings under the law. However, during this phase, the maximum number of persons during any one service is 65, the most we can safely have while maintaining six feet of distancing between family units.

A note about attendance: while we would love to gather with our full church community, we recognize that many parishioners fall into the various high-risk categories for susceptibility to infectious diseases. Beyond that, many others may feel unsafe in public during the pandemic. St. Mary's highly recommends that any person in a high-risk category stay home. We welcome those who can join safely and in good conscience.

Childcare will not be available at any Mass.

Reservation

An online reservation system, linked on the parish website, will be employed to ensure attendance at any Mass is safely within the capacity guidelines established above. Those without internet access can call the parish office to reserve seating. 10 seats will be reserved at each public service for those who do not or cannot make reservations in advance given the means established.

The online reservation process will collect requisite contact information for outbreak tracing. This information will be retained by the church for at least 30 days and used only in the event that a person who has visited the church tests positive for CoViD-19 after their visit.

Open Hours and Mass Times

During Phase 2, only the Mass on Sunday (10:00am) will be streamed online and open to the public, following the reservation protocols established above. To ensure maximum care is given to register each guest properly (following the protocols below), the entrance door will be open

before services from 9:30-9:55am on Sundays. Scheduled volunteers, acolytes, and musicians may enter the church (following the below sign-in protocol) one hour prior to their assigned service.

Noonday Mass on Weekdays and Saturdays will not be open to the public but will be streamed online.

Beyond funerals subject to the same protocols, the church will not be available for any other gatherings during Phase 2. All small group meetings will occur via Zoom.

Entrance

The one entry point to the church will be the door from the parking lot on the south side of the parish hall. Should a handicap accessible entrance be needed, the Greeter will ask another volunteer to temporarily open the northside narthex door on the corner of Holmes and 13th. Persons entering through the accessible entrance will still follow the sign-in protocol below.

Sign-In

A table will be placed immediately within the doorway of the primary entrance, serving as a check-point for all persons entering the building. The assigned Greeter(s) will:

1. Confirm reservations (or available space for those who walk in without a reservation) for each person.
2. Confirm or collect required contact information for each person. Guests who cannot produce a phone number or permanent address will not be permitted entry.
3. Ask the following questions:
 - a. Do you feel sick? Have you or anyone with whom you have had contact in the last 14 days experienced symptoms of respiratory disease or fever?
 - b. Have you or anyone with whom who have had contact in the last 14 days travelled outside the Kansas City area?
4. Use a contactless thermometer to ensure no one enters with a temperature over 100.4°F
5. Ensure all guests wear face masks, including offering disposable masks.
6. Ensure all guests use the provided hand sanitizer. If a guest wishes to wash their hands with soap and hot water, they may wash in the kitchen handwashing sink, under the supervision of a Greeter.

Space-Specific Access

All Masses will be held from the High Altar and attended by the congregation in the Nave of the church. Access to the Chapels of St. George and St. Margaret will not be available to any person during Phase 2, besides a priest or designated appointee retrieving and replacing the Reserve sacrament in St. George's Chapel. Signage will be placed near closed spaces to designate access. Most spaces will remain locked during public Masses.

No one, except scheduled clergy, acolytes, and musicians may access the Sacristy or Tower Room.

None are to congregate in the Parish Hall. This proscription means, during Phase 2, there will be no coffee hour or Immaculate Receptions hosted at the church.

Guests admitted per the above protocols may access the Nave (and the Kitchen for handwashing, given the stipulation above).

All are discouraged from using the restrooms in the church, as the coronavirus has been discovered in feces and urine, which is then aerosolized when toilets flush. Should someone be found in dire need of those facilities, they may enter at their own risk, one at a time, and

preferably at least five minutes following the previous patron. A sign will be placed in each restroom to remind all visitors to thoroughly wash hands with soap and hot water for at least 30 seconds. After use, the person should use the supplied aerosol disinfectant to spray the toilet, sink, and all door knobs/handles.

Departure

Following Mass, all attendees should exit from the same door they entered (normally, the parking lot door, or the narthex door for those needing an accessible doorway). When the building is occupied, the deadbolt locks on the narthex doors will be disengaged, though will only be openable through the breakaway bars on the interior side of the doors. Signage will be placed near the narthex doors reading “Emergency Exit Only.”

When exiting, guests should dispose of any printed materials in a bin placed by the exit.

Precautionary Practices

Physical Distancing

The Nave of St. Mary’s Church, having seats instead of pews, will be arranged with most seats turned to face the rear of the church. Select chairs, planned to maintain a physical distance of at least six feet between family units, will be turned ad orientem and available for use. A Greeter will ensure only chairs preconfigured in appropriately spaced arrangements are utilized.

As will be reminded prior to the exchange of peace, the congregation is to pass the peace without contact and while maintaining a distance of at least six feet from other parishioners.

Clergy, acolytes, and musicians will be spaced throughout the quire and sanctuary in such configurations as to maintain maximum distance at all times.

Masks

Face masks will be required of all persons over two years of age in the church at all times, with the following exceptions:

1. The celebrant while celebrating
2. The cantor while singing
3. Lectors while reading
4. Communicants may briefly lower masks when consuming the host, as detailed below.

Note: masks should not be touched while they are on one’s face, as they become contaminated by hands that have not been sanitized immediately prior to removal. One prominent time when parishioners may be tempted to touch their mask is in making the sign of the cross prior to the Gospel proclamation – at which time all are encouraged to make the sign of the cross in front of their masks or another suitable alternative.

Singing

During Phase 2, no congregational singing will be permitted. Initially, only one cantor will be scheduled to sing in any Mass, though a quartet of singers may be utilized once the choral director is comfortable arranging singers to sing at points distant from one another.

Shared Items

No plates or baskets will be passed to collect alms and offerings; instead, a collection stand will be placed in the center of the Nave and another by the doorway between the nave and parish hall. These places of collection will be monitored by volunteers. All are encouraged to mail a check to the parish office (preferred) or give online via the parish website.

All prayer books and hymnals will be removed from the quire and nave. A limited number of disposable service leaflets will be prepared for each service by a volunteer with sanitized hands and wearing a mask. A digital leaflet will be made available online for the congregation to view from their handheld electronic devices or printed at home.

All water fountains will be disabled and “Out of Use” signs will be placed near each.

All holy water fonts and stoups will remain empty for the duration of Phase 2.

Communion Practices

Precautions for communion:

1. The Altar guild member who prepares the elements before Mass will wear a mask and wash their hands prior to touching liturgical accoutrements and elements to be consecrated.
2. The Celebrant will use hand sanitizer before setting the altar
3. The Celebrant alone will consume the wine
4. The Celebrant alone will consume the priest's host
5. After the Celebrant consumes the wine and host, they will sanitize their hands and then put on a disposable face mask
6. Bread to be distributed to the communicants will remain in a ciborium at the back of the altar during the consecration
7. The Celebrant and an appointed assistant (who will also have sanitized hands and be wearing a mask) will bring the consecrated bread into the nave, forming one or two stations (as needed) for communing the congregation - one in front of the pulpit and the other in front of the lectern. By doing so, physical distancing is made easier and fewer surfaces (hand rails, altar railing, etc.) will be touched. Communicants should maintain a distance of at least six feet from one another while in the queue. Before communing, communicants should sanitize hands with the available hand sanitizer. When arriving to the communion station, communicants will cup hands and the consecrated bread will be released by the priest/server above their hands, thus providing a contactless distribution.

Baptism Practices

1. The Altar guild member who prepares the water and other liturgical accoutrement will wear a mask and wash their hands prior to touching them.
2. A minimal amount of water will be used.
3. A glass bowl will be placed in the font so that the water poured into it is contained within a removeable and cleanable bowl.
4. The baptismal candidate and sponsors will stand at least six feet from the font, and practice social distancing as appropriate.
5. As mentioned elsewhere in this document, all will wear a face mask except the Celebrant.
6. The Celebrant will apply hand sanitizer prior to the Baptismal liturgy, and again prior to the actual baptism.
7. The Celebrant will put on a disposable mask immediately prior to the baptism, and remove it immediately following.
8. The Candidate (and one parent, if necessary) will approach the font immediately prior to the baptism, and then return to six feet away afterward.
9. The Celebrant will be careful to dip the conch into the glass bowl carefully so as not to get his fingers wet.

10. Disposable paper towels will be available for the newly baptized to wipe his or her head rather than a towel.
11. Chrism oil will not be used.

Sanitation Procedures

Designated Sanitizer

A designated Sanitizer will sanitize the Church after each weekend service. All seats in the nave, all surfaces in the quire and sanctuary, the check-in table, all door handles, and the restrooms will be sanitized with industrial-grade sanitizers. A checklist will be created and used by the Sanitizer after each weekend Mass. The weekend Sanitizer will serve before and during the Mass as an assistant to the Greeter by monitoring collection bins, assigned seating, and restroom use.

A volunteer will sanitize all surfaces in the quire and sanctuary and all door handles after weekday Masses. A checklist will be created and used by the volunteer after each weekday Mass.

Information Distribution

The “List of Precautionary Practices” and this full plan will be emailed to all parishioners on our contact lists and posted on the parish website. Additionally, the “List of Precautionary Practices” will be included in all (print and digital) service leaflets. Appropriate instructions will be announced at the beginning of each Mass. A notice of services and open hours (as detailed above) will be posted outside the building.

Potential Contamination Reporting

Should it be made known that a member of the parish, who has been in the church building, has tested positive for CoViD-19, the health department all other persons who attended the Mass(es) with that person will be informed immediately by phone and email. The Church building will be immediately disinfected, and all public services at the church will be suspended for at least 14 days.

Parish Office

The parish office will be fully sanitized at least once each week. The Parish Administrator and Clergy will sanitize their hands before beginning work and regularly throughout their working hours. The office will not be open to the public.

Criteria for Changing Phases

St. Mary’s will follow the approved Phase 2 plan until guidelines for entering Phase 3 are provided by the Bishop. Should a spike in cases lead the Bishop to revert to Phase 1 operations, St. Mary’s will return to Phase 1 and then re-enter Phase 2.

Plan Revision

This plan may be revised by the Reopening Task Force and Rector as needed. The most recent revision date is printed in the bottom righthand corner.

List of Precautionary Practices – PHASE 2

A note about attendance: while we would love to gather with our full church community, we recognize that many parishioners fall into the various high-risk categories for susceptibility to infectious diseases. Beyond that, many others may feel unsafe in public during the pandemic. St. Mary's highly recommends that any person in a high-risk category stay home. We welcome those who can join safely and in good conscience.

SEE THE PHASE 2 PLAN FOR FULL DETAILS

1. <simplified list for easy distribution>