

# St. Mary's Re-Entry Plan

Revised March 9, 2021

## Contents

<i>Building Entry &amp; Access</i> .....	2
Capacity.....	2
Reservation.....	2
Entrance.....	2
Sign-In.....	2
Space-Specific Access.....	2
Departure.....	2
<i>Precautionary Practices</i> .....	2
Physical Distancing.....	2
Masks.....	3
Singing.....	3
Shared Items.....	3
Communion Practices.....	3
Baptism Practices.....	3
<i>Sanitation Procedures</i> .....	4
Information Distribution.....	4
Potential Contamination Reporting.....	4
Parish Office.....	4
<i>Plan Revision</i> .....	4

## Building Entry & Access

### Capacity

As of February 2020, there are no capacity limits imposed by public health authorities. Masks and social distancing continue to be required. The church can seat 75 with six-foot social distancing.

### 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.

Attendance is currently limited to 75 people for weekend services, and 11 people for weekday Masses. 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 for contact tracing purposes.

### 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 13<sup>th</sup>. 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. Use a contactless thermometer to ensure no one enters with a temperature over 100.4°F. Guests showing any symptoms of being sick will not be admitted entry.
4. Ensure all guests wear face masks, including offering disposable masks.
5. 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 weekend Masses will be held from the High Altar and attended by the congregation in the Quire and/or Nave of the church. St. George's Chapel may be used for weekday Masses limited to 10 people.

There will be no coffee hour or Immaculate Receptions hosted at the church.

### 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.

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 preacher while preaching
3. The cantor while singing
4. Lectors while reading
5. Communicants may briefly lower masks when consuming the host, as detailed below.

## Singing

Minimal congregational singing will be permitted. Individual cantors may sing without a mask; small ensembles must wear masks.

## Shared Items

No plates or baskets will be passed to collect alms and offerings; instead, a basket with a long handle will be used so that only the usher has to touch it. All are encouraged to mail a check to the parish office (preferred) or give online via the parish website.

Prayer books and service leaflets will be available for weekday Masses. Disposable leaflets will be provided for Sunday services.

All holy water fonts and stoups will remain empty.

## 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

### Information Distribution

This plan will be posted on the parish website. Appropriate instructions will be announced at the beginning of each Mass.

### Potential Contamination Reporting

Should it be made known that someone who has been in the building has contracted COVID-19 and might have exposed others, those who has been exposed (as of this date, those who have been less than six-feet from the infected person for more than 15 minutes) will be contacted and encouraged to self-quarantine per CDC guidelines.

### Parish Office

The Clergy and staff will sanitize their hands before beginning work and regularly throughout their working hours. The office will not be open to the public.

## Plan Revision

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