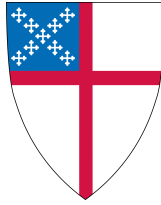


Clarke Parish Petition for Phase Two Supporting Documentation



Clarke Parish
Clarkeparish.org
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Desired date to begin: November 1, 2020 or as soon as the appropriate according to the Harvard Global Health Institute metrix, 4.9 as of 9/24/20

Desired date to begin use of the property for other public purposes: see above

NO: Public Health Markers:

- The Lord Fairfax Health District has not seen a 14 day consecutive decline of new cases and deaths from as of 9/24/20
- Widespread testing is available
- The Virginia Department of Health (VDH) has expanded the number of contact tracers to more than 1,200 (as of 7/8/20).
- Only 2 hospitals in Virginia are having difficulty obtaining PPE (as of 8/31/20)
- Hospitals in Virginia are at 77% capacity for ICU beds and 19% ventilators usage (as of 8/31/20)

Physical Facility

Maximum Capacity with Physical Distancing:

- Grace Episcopal- (48 maximum)
- St. Mary's- (17 maximum)

The following have been completed in each building as per Guidelines and Parameters:

- All materials (handouts, Forward Day by Day, etc.) have been removed from the Narthex (completed 7/31/20 by JAI and RTM)
- St. Mary's (completed 8/5/2020 by GM and EM)
- All materials (prayer books, hymnals, etc.) have been removed from the pews (completed 7/31/20 by JAI and RTM)

- St. Mary's (completed 8/5/2020 by GM and EM)
- Masks are available for staff and parishioners at a table located at the entrance. They will be placed there by the Parish administrator prior to reopening
- Hand sanitizer stations are located in the Narthex
- The supply of masks, gloves and hand sanitizer will be replenished by the Parish Administrator
- The Nave will be cleaned prior to Sunday worship following the Disinfecting Checklist (located on page 7 of this document)
- Staff members currently have individual offices

Virginia allows for 50% occupancy of the event space, if applicable or 250 participants, whichever is less (as of 7/1/20).

YES: Entering and Exiting Sanctuary/Seating:

Grace:

- Ushers will greet parishioners outside of the church and guide them through the protocols
- Parishioners will enter through the main entrance
- Ushers will load the sanctuary from front to back, keeping family units together and maintaining 6 feet on all sides, using center and side aisles
- Parishioners will exit from the front and back of the church. The Pulpit side will exit from the front door, excused from back to front. The Lectern side will exit from the rear side door, excused from front to back. Parishioners needing handicapped accessibility will enter and exit through the baptistry door with the ramp

St. Mary's:

- Usher(s) will greet parishioners outside of the church and guide them through the protocols
- Parishioners will enter through main door
- Ushers will seat from front to rear maintaining 6 feet on all sides
- Parishioners will exit through the "side" door
- Exit through choir door in back of church
- ADA / Handicapped ramp (located in front side door) enter and exit

YES: Ushers/Greeters:

Grace and St. Mary's:

- A guideline following requirements outlined in Appendix B of the Guidelines and Parameters for Regathering- Phase II has been developed (located on page 6 of this document)
- A training session will be held for all Ushers and Greeters prior to regathering on October 17 at 10:00 a.m.

YES: Sanctuary and Common Areas Cleaned and Disinfected:

Grace:

- A cleaning guide following CDC guidelines for hard non-porous and soft porous areas has been developed. (located on page 7 of this document)
- The cleaning guide was shared with the cleaning crew on 9/30/20
- Checks of cleaning protocol will be made by staff and/or Junior Warden
- An initial deep cleaning of the Nave and restroom following CDC guidance will occur prior to the reopening following the cleaning guide
- Post-worship cleaning will take place weekly on Wednesdays

St. Mary's:

- A cleaning guide following CDC guidelines for hard non-porous and soft porous areas has been developed. (located on page 7 of this document)
- The cleaning guide was shared with the cleaning crew 9/30/20
- Checks of cleaning protocol will be made by staff and/or Junior Warden
- An initial deep cleaning of the Nave and restroom following CDC guidance will occur prior to the reopening following the cleaning guide
- Post-worship cleaning will take place weekly on Tuesdays

YES: Disinfection After Services

Grace:

- One service will be held at Grace Episcopal Church each week at 11:00 a.m.
- Post-worship cleaning will take place weekly on Wednesdays

St. Mary's:

- One service will be held at St. Mary's Episcopal Church each week at 9:00 a.m.
- Post-worship cleaning will take place weekly on Tuesdays

YES: Sufficient Supplies of Cleaning and Disinfection Materials

Grace and St. Mary's:

- The supply of cleaning and disinfection materials are in place and will be replenished by the Parish Administrator

YES: Sufficient Supplies of Masks and Gloves

Grace and St. Mary's:

- The supply of masks and gloves are in place and will be replenished by the Parish Administrator
- Parishioners will be encouraged to use their own mask via The Evangeline and Clarke Parish's website
- Disposable masks will be provided at the entry of each church

YES: Entrances and Exits Have Signage and Access Points Communicated

Grace:

- Signage to designate entrances and exits will be posted on 10/13/20
- Directional signage will be posted on 10/13/20
- Signage indicating seating with six feet distance will be installed on 10/13/20
- Communication of this plan will be shared via The Evangeline and Clarke Parish's website

St. Mary's:

- Signage to designate entrances and exits have been posted (completed on 9/19/20)
- Directional signage has been posted (9/19/20)
- Signage indicating seating with six feet distance has been installed (9/19/20)
- Communication of this plan will be shared via The Evangeline and Clarke Parish's website

YES: Communication of Plan

Grace and St. Mary's:

- A summary of the Clarke Parish Regathering Plan will be shared via The Evangeline
- A copy of the full plan for Regathering will be available for review on Clarke Parish's website and available upon request

YES: Communications Plan for Positive COVID-19 Diagnosis

Grace and St. Mary's:

- A guide for a positive COVID-19 diagnosis has been developed following recommendations in APPENDIX D of the Guidelines and Parameters for Regathering- Phase II (located on page 8 of this document)

YES: Communication Plan for Public Users/Groups

Grace:

- New Beginnings will hold a service in the Chapel (separate than other service areas) each week at 10:30 a.m. beginning on November 1
- The plan for Regathering has been shared and will be adhered to by New Beginnings

YES: Online or Telephonic Worship Available

Grace and St. Mary's:

- Clarke Parish will continue to provide a weekly online service for those unable or choose not to attend in-person worship

YES: Offering Plate

Grace and St. Mary's:

- Offering plates will be placed on a table at the entrance of the church and/or another access point
- Online giving using Tithely is in place and its use is communicated in The Evangeline

YES: Paper Bulletins

Grace and St. Mary's:

- Paper Bulletins will be available each week on a table near the entrance
- A recycling bin will be placed near the exit for disposal
- An electronic copy of the Order of Service is provided prior to the service and mobile devices are encouraged
- Bring Your Own Prayer Book (BYOPB) is also encouraged

YES: Online Giving

Grace and St. Mary's:

- Online giving using Tithely is in place and its use is communicated in The Evangeline

YES: Disposable Masks and Gloves

Grace and St. Mary's:

- Disposable masks and gloves (one time use) will be provided on a table at the entry of each church
- Signage indicating "No One Over the Age of Two Years May Enter Without a Mask" will be posted on 10/13/20
- A trash can will be placed near the exit for disposal

YES: Abstaining from Singing

Grace and St. Mary's:

- No singing or use of wind and brass instruments will be incorporated in the services

Clarke Parish
Guidelines for Ushers/Greeters
(as of 10/26/20)

Before Worship:

Grace and St. Mary's:

- Prop open entrance doors
- Disinfect door knobs
- Place table with hand sanitizer, masks, and bulletins for parishioners to pick-up outside of the church, weather permitting
- Place trash can at each exit location

Entering and Exiting Sanctuary/Seating:

Grace:

- Ushers will greet parishioners outside of the church, weather permitting, and guide them through the protocols (masks, social distancing, enter/exit)
- Record number and names of attendees (48 maximum)
- Record phone number if new to church
- Parishioners will enter through the main entrance
- Ushers will load the sanctuary from front to back, keeping family units together and maintaining 6 feet on all sides, using center and side aisles
- Parishioners will exit from the front and back of the church. The Pulpit side will exit from the main door, excused from back to front. The Lectern side will exit from the rear side (altar or side) door, excused from front to back. Parishioners needing handicapped accessibility will enter and exit through the baptistry door with the ramp.
- Ask people displaying symptomatic behavior to refrain from participating in the in-person service

St. Mary's:

- Usher(s) will greet parishioners outside of the church, weather permitting, and guide them through the protocols (masks, social distancing, enter/exit)
- Parishioners will enter through main entrance
- Ushers will load the sanctuary from front to rear maintaining 6 feet on all sides
- Parishioners will exit through the "side" door
- Parishioners needing handicapped accessibility will enter and exit through the front side door.
- Record number and names of attendees (17 maximum)
- Record phone number if new to church
- Ask people displaying symptomatic behavior to refrain from participating in the in-person service

Clarke Parish
Disinfecting Checklist

List of touch services to be disinfected for Sunday worship using CDC approved
cleaners for porous and nonporous areas:

- ___ Door to restroom(s)
- ___ Light switches in restroom(s)
- ___ Faucet handles in restroom(s)
- ___ Toilet handles in restroom(s)
- ___ Altar rail
- ___ Backs of pews
- ___ Pew cushions of used areas
- ___ All light switches
- ___ All door handles (interior and exterior)

Date Completed: _____

Time of Day Completed: _____

Name: _____

Signature: _____

Clarke Parish Positive Covid-19 Diagnosis Plan

Should a parishioner or any other person who has come to Clarke Parish develop COVID-19, or should clergy or a staff member come into contact with someone with a positive diagnosis, the following should occur:

- Close and Lock the Building (as applicable)
- Arrange for disinfection of all of the areas where the person may have been 24 hours after the building is locked
- Determine when the building can be reopened in consultation with the professional cleaning service
- Determine who had direct contact with the COVID-19 positive person (first degree)- anyone with direct contact should be tested and self-quarantine until knowing test results
- Determine who had contact with the person(s) that had first degree direct contact. This is second degree contact and there are two options: (1) self-quarantine, or (2) wait for test results of those with first degree contact and then decide action to be taken.
- Communicate with parishioners that this has happened, explaining the steps taken, and announce when the building will be open again
- Encourage parishioners to stay home if they are feeling ill and consult with their physician

Clarke Parish
Guidelines for Altar Guild
(as of 10/26/20)

Altar Guild members will need to wear masks, sanitize hands and wear gloves when preparing and dissembling the altar. Masks, hand sanitizer and gloves will be provided. Keep in mind the size of the sacristy (preparation area), so team members may need to be reduced and/or tasks may need to be divided.

- Prepare the candles, flowers, and hangings as normal
- Place one offering plate on the usher's table near the entrance and place one offering plate on a stand near the lectern side door
- Place the Week of on the top of the boards, no need to post hymn numbers
- Place the chalice with a small amount of wine and a small priest host on the altar and cover as normal (the stack), no need to put out cruets of wine and water
- Wafers will be placed in small cups with lids and placed on trays (if indoor communion is allowed)
- Trays will be placed on tables in the sanctuary (if indoor communion is allowed)