



A Proposed Framework for Evaluating a Potential Return to In-person Worship

MICROSOFT OFFICE USER



Executive Summary

The following framework is presented to the Wardens of St. Paul's and is meant to be suggestive only. It neither endorses nor opposes any specific course of action or timeline. It does, however, attempt to assemble the relevant and applicable resources, citations, and recommendations from international, federal, state, county, and diocesan sources; this will empower the Vestry of St. Paul's to effectively communicate the status of our discussion to parishioners. Further, the Vestry might work through a structured process, the outcome of which can reasonably be expected to be a sound, defensible, data-driven decision regarding worship services. This framework is consistent with, and inclusive of, the published standards of the World Health Organization (WHO), the White House (WH), the U.S. Centers for Disease Control and Prevention (CDC), the Environmental Protection Agency (EPA), the Occupation Safety and Health Administration (OSHA), the State of Kansas, the Episcopal Diocese of Kansas, the Riley County Public Health Department (RCPHD), and previous statements from St. Paul's.

The framework proposes a phased re-opening, consisting of:

- **Gating Phase:** monitoring local public health data for prerequisite thresholds
- **Phase I:** commencement of a hybrid service that would retain existing practices for celebrating and live-streaming worship, while welcoming a limited number of visitors to the sanctuary, with the precautions and practices described here in place.
- **Phase II:** to be determined at the appropriate time and appended to this document.
- **Phase III:** full resumption of normal operations with no additional precautions or practices required.

If at any time conditions degrade, this framework allows for retreat to a prior phase.



Background

At the firm request of Bishop Bascom, in-person worship at St. Paul's was cancelled effective March 17, 2020. (Funston, 2020) The initial suspension was effective through April 3, 2020. As the COVID-19 pandemic unfolded, however, the suspension of in-person worship was extended indefinitely, pending the ongoing discussions of the Vestry. On May 24, Bishop Bascom granted permission for parishes to resume in-person worship on the condition that specific precautions were taken. Those precautions were enumerated in a letter dated May 31. (Bascom, 2020) No additional guidance or instruction has been forthcoming from the Diocese or the Bishop in the interim.

Public Health Data and Practices

Federal public health, medical, and scientific experts have developed and proposed a three-phase approach to re-opening businesses and resumption of activities that require congregating indoors. (The White House and the Centers for Disease Control and Prevention, 2020) Phase I emphasizes social distancing, limiting the size of groups, and encourages vulnerable populations to continue to shelter in place; this phase would be consistent with a limited, hybrid worship service at St. Paul's. Such a hybrid service would include the continuation of practices already in place, consistent with Bishop Bascom's recommendations: (Bascom, 2020)

- maintaining social distancing of at least 6 feet
- wearing face coverings
- limiting participation only to visitors who feel 100% well
- no singing of hymns
- offering Spiritual Eucharist only



It would also require the adoption of several additional recommendations from the Bishop, such as:

- Designating one entrance and a separate exit
- Providing hand sanitizer outside the entrance
- Requiring registration to limit visitor numbers and assign seating
- Instructing users to ensure that masks are worn
- Closing bathrooms except for emergencies
- Cleaning the sanctuary after the service

There are four common and consistent requirements for resumption of activities or re-opening of businesses: (World Health Organization, 2020) (Centers for Disease Control and Prevention, 2020) (Occupational Safety and Health Administration, 2020) (Occupational Health and Safety Administration, 2020) (Riley County Public Health Department, 2020)

- Social distancing
- Maximizing proper hand washing (at least 20 seconds) or use of hand sanitizer
- Minimizing face touching
- Consistent use of face coverings

These measures apply broadly to businesses, youth activities, public spaces, outdoor spaces, and government offices; they have been implemented in a wide variety of local, state, and federal jurisdictions, and they are consistent with the recommendations of the Diocese of Kansas.

As none of these requirements is exclusive or exhaustive, a comprehensive approach to health and safety would mandate that all four requirements be rigorously practiced by all visitors to St. Paul's.

In order to achieve effective social distancing in our sanctuary, relevant measurements of the sanctuary were made. (Appendix I). Seating areas (indicated in yellow) focus on maintaining a minimum of at least 6' of distance in 360°. It also



focuses on visitor seating, as appropriate social distancing practices are already in place for celebrants, officiants, and supporting volunteers. The dimensions of the space and the arrangement of our pews suggests a maximum allowance during Phase I of 17 visitor parties; parties may be individuals or whole families. Seating is suggested such that even a full pew row would retain the necessary distancing. The maximum number of registered parties (17) can be entered into a reservation system to be accessed on a first-come, first-served basis.

In addition to the practices outlined above, effective social distancing would require the discontinuation of plate collections and the absence of paper copies of the worship program. With the program currently displayed concurrently with the livestream, the Parish Administrator would need to draft an electronic worship program and distribute it with the weekly Friday email in order to enable in-person visitors to participate.

Prohibitions on in-person Fellowship activities should continue through Phase I, as these activities are incompatible with the recommended public health practices. The scope and type of cleaning could be determined by risk assessment, and may only need to be minimal, based on building usage. A draft risk assessment is enclosed. (Appendix II)

The national approach lays out specific criteria that should be met prior to initiating Phase I. These criteria are: (The White House and the Centers for Disease Control and Prevention, 2020)

- Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period AND downward trajectory of COVID-like syndromic cases reported within a 14-day period
- Downward trajectory of documented cases within a 14-day period OR downward trajectory of positive tests as a percent of total tests within a 14-day period



- Hospital ability to treat all patients without crisis care AND robust testing program in place for at-risk healthcare workers, including emerging antibody testing.

Since the Riley County Public Health Department data dashboard does not produce regular updates on each of those categories of data (Appendix III), the Vestry might consider tracking the salient figures among the available data, namely:

- Total active cases, requiring a downward trajectory for 14 consecutive days
- Cumulative percent positive test rate for 14 consecutive days

Achievement of these criteria in Riley County, based on available local data, might provide a sound basis for entering into a Phase I hybrid service, as outlined above.

Church Operations

Certain modifications to parish operations would be necessary in order to accomplish the practices and procedures that have been recommended by federal, state, county, and diocesan leaders in a Phase I hybrid service.

Prior to arrival, visitors would need to be required to register for an assigned seat. Seating will need to be measured, marked, and numbered as described. (Appendix I) Thereafter, registration might be accomplished by the use of a free online seating reservation service. This would standardize the process and relieve the Parish Administrator of the burden of manually receiving, assigning, and managing seating requests. This will also allow St. Paul's to establish contact tracing that will be essential to the Riley County Health Department should an exposure occur.

RSVPify is an online portal designed to meet the registration and seating management needs of non-profit organizations and churches. (Appendix IV) A free option would allow for up to 100 registrants; it is not expected that St. Paul's would approach that number. RSVPify includes features such as a seating chart maker to



correspond to designated seating areas within the sanctuary, online registration requests and confirmations, and a visitor check-in list to track the arrival of visitors.

- Visitors would need to be welcomed into the east entrance, preferably with doors propped open to avoid interaction with high-touch surfaces like door handles.
- Hand sanitizer stations should be placed at that entrance to encourage hand hygiene upon entrance.
- Ushers would be called upon to greet visitors at that entrance to check-in visitors, ensure use of face coverings and hand hygiene, and direct visitors to their assigned seats.
- During the service, bathrooms will need to remain closed, except for emergencies.
- All public health practices outlined above would need to be rigorously observed throughout the service.
- Upon completion of the service, visitors would need to be directed to exit through the front of the sanctuary (after celebrants had vacated the altar and nave) and through the fellowship hall door.
- Once all visitors have vacated the building, ushers would need to identify and clean high-touch surfaces with an EPA-approved disinfectant that has been demonstrated tested and shown to kill SARS-CoV-2 (COVID-19). Quaternary ammonia and ethanol compounds such as Lysol spray meet this criteria. (Environmental Protection Agency, 2020) (Appendix V) High-touch surfaces would include door handles, hand railings, pew backs, etc. Non-essential surfaces (tables, stands, children's toys and activity bags, etc.) should be removed.
- Identification of surfaces to be cleaned should be governed by risk assessment. A draft assessment is enclosed. (Appendix II)



Communication

Current communication from the Vestry to the St. Paul's community has focused on the ongoing nature of discussions regarding resumption of in-person worship. These communications present an opportunity for improvement in both specificity and substance.

Should this framework be pursued by the Vestry, communication might take the form of a letter laying out a reasonably detailed summary of both the Gating Phase criteria (case numbers and testing percentages) that need to be met prior to proceeding to Phase I hybrid service, and an explanation of what that hybrid service would look like for visitors (registration, assigned seating, public health practices, changes to the service, bathroom closures, etc.).

As with other important communications, a physical letter signed by the wardens, sent to the homes of parishoners, and followed by a dedicated email containing the same letter may be advisable.

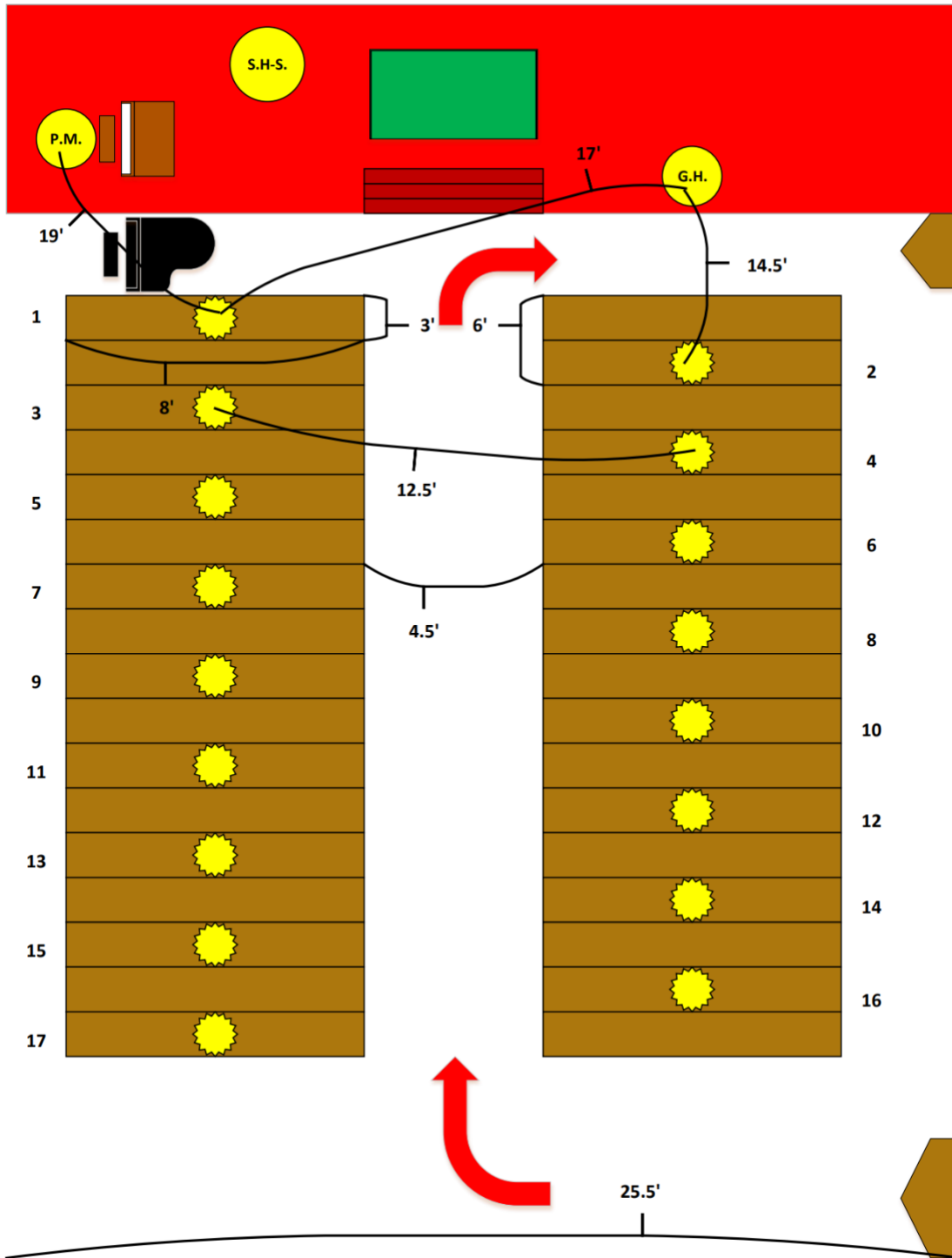


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Appendix I





Appendix II

TASK ANALYSIS WORKSHEET

Topic. Visitor Attendance at Hybrid Worship Service; St. Paul's Manhattan, KS

Supporting Topic and Subtask Analysis	Subtopic Sequence Number
Supporting topic: Arrival	1.0
Subtopic: Approach east entrance	1.1
Subtopic: Pass through double doors, sanitize hands	1.2
Subtopic: Proceed to assigned seat	1.3
Supporting Topic: Seating and worship	2.0
Subtopic: Take assigned seat	2.1
Subtopic: Participate in worship	2.2
Supporting Topic: Departure	3.0
Subtopic: Leave assigned seat	3.1



<p>Subtopic: Proceed through sanctuary to north exit into Fellowship Hall, exit Fellowship Hall</p>	<p>3.2</p>
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RISK ASSESSMENT WORKSHEET/RECORD (RAWR)

Purpose: To determine human health hazards associated to a task identified to be trained. Depending upon the task, and risk factors associated with training the task, control measures should be developed to reduce or eliminate risk.

A. TASK: Visitor Attendance at Hybrid Worship Service; St. Paul's Manhattan, KS			B. DATE: Duration of Phase I		C. DATE PREPARED: 8/15/20
			LOCATION: 801 Poyntz Ave. Manhattan, KS		
D. PREPARED BY: Joe Barbercheck					E. ENDORSED BY:
F.	G.	H.	I.	J.	K.
SUBTASKS	IDENTIFY HAZARDS	ASSESS HAZARDS	DEVELOP CONTROL MEASURES	DETERMINE RESIDUAL RISK	IMPLEMENT CONTROLS
1.1 – 1.3	Respiratory exposure to infectious agent	Moderate (II-S)	Maintain at least 6' between all persons	Low (II-U)	Ushers will greet visitors, firmly encourage compliance with requirements, direct visitors to assigned seats
			Wear face coverings over nose and mouth		Spray hand rails, seating surfaces, other high-touch surfaces with Lysol spray before and after each service
			Limit visitation to persons who feel 100% well		
			Station hand sanitizer outside entrance		
			Prop open doors to eliminate touching handles		
			Maintain at least 6' between all persons		
			Wear face coverings over nose and mouth		
2.1 – 2.2	Respiratory and mucous membrane exposure to infectious agent	Moderate (II-S)	Remove Hymnals and BCPs	Low (II-U)	Remove Hymnals and BCPs
			Prohibit singing		Remove all potential high-touch items (tables, etc.)
			Prohibit passing of peace		Measure and mark appropriately distanced seating areas
			Discontinue plate collection		Require registration and seat assignment
			Spiritual Eucharist only		Direct visitors to assigned seats
3.1 – 3.2	Respiratory exposure to infectious agent	Moderate (II-S)	Close entrance at start of service	Low (II-U)	Direct visitors to exit through Fellowship hall
			Establish separate entrance and exit		Ushers will prop open doors to prevent touching of handles
			Close bathrooms, except in cases of emergency		



L. Determine overall mission/task risk level after controls are implemented (circle one)

LOW (L) MODERATE (M) HIGH (H) EXTREMELY HIGH (EH)

*To be completed for exercise/mission

SEVERITY FACTOR CHART

SEVERITY	OUTCOME
Catastrophic (I)	Accident Risk: Death or permanent disability Facility Risk: Major property damage, destruction of equipment and physical plant
Critical (II)	Accident Risk: Permanent partial disability Facility Risk: Extensive equipment damage and supporting systems
Marginal (III)	Accident Risk: Lost days due to injury or illness Facility Risk: Minor damage to equipment of systems
Negligible (IV)	Accident Risk: First aid usage or minor medical treatment Facility Risk: Slight equipment or system damage

RISK ASSESSMENT MATRIX

HAZARD		HAZARD PROBABILITY				
Severity		Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
Catastrophic	I	EH	EH	H	H	M
Critical	II	EH	H	H	M	L
Marginal	III	H	M	M	L	L
Negligible	IV	M	L	L	L	L
EH—Extremely High Risk H—High Risk M—Moderate Risk L—Low Risk						

RISK ASSESSMENT CODE CHART

RISK ASSESSMENT CODE	EXPLANATION
Extremely High Risk	Likely catastrophic loss
High Risk	Likely critical loss and frequent marginal loss
Moderate Risk	Occasional marginal loss and frequent negligible loss
Low Risk	Unlikely marginal loss and occasional negligible loss

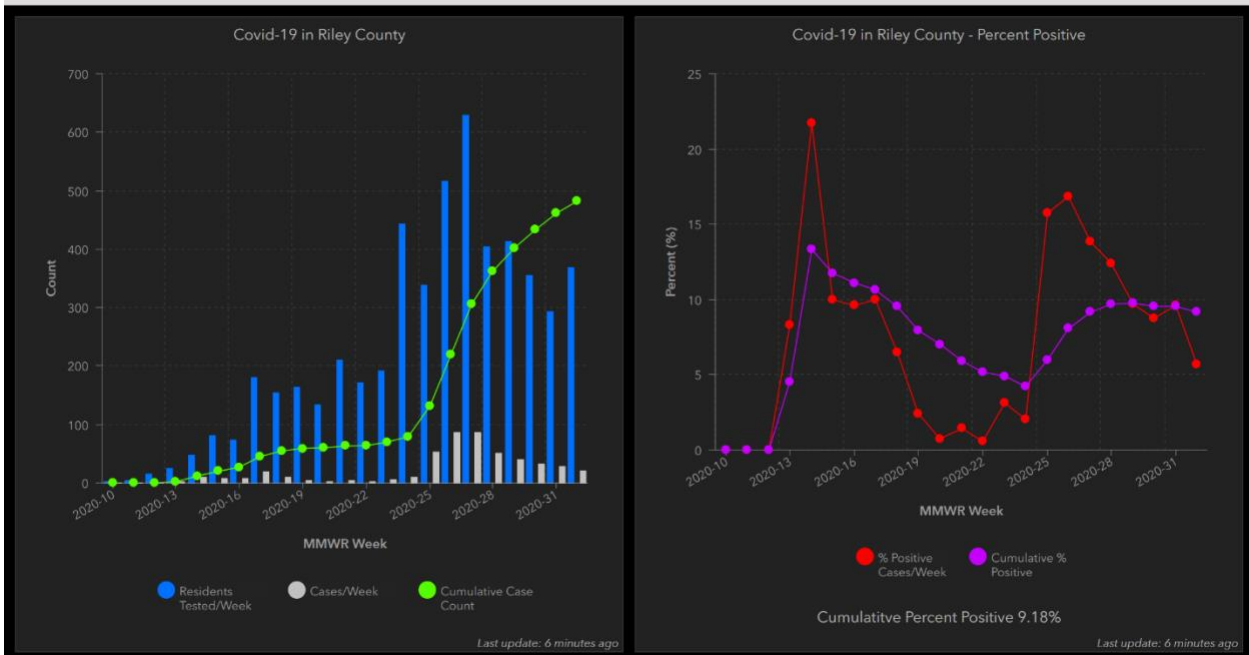
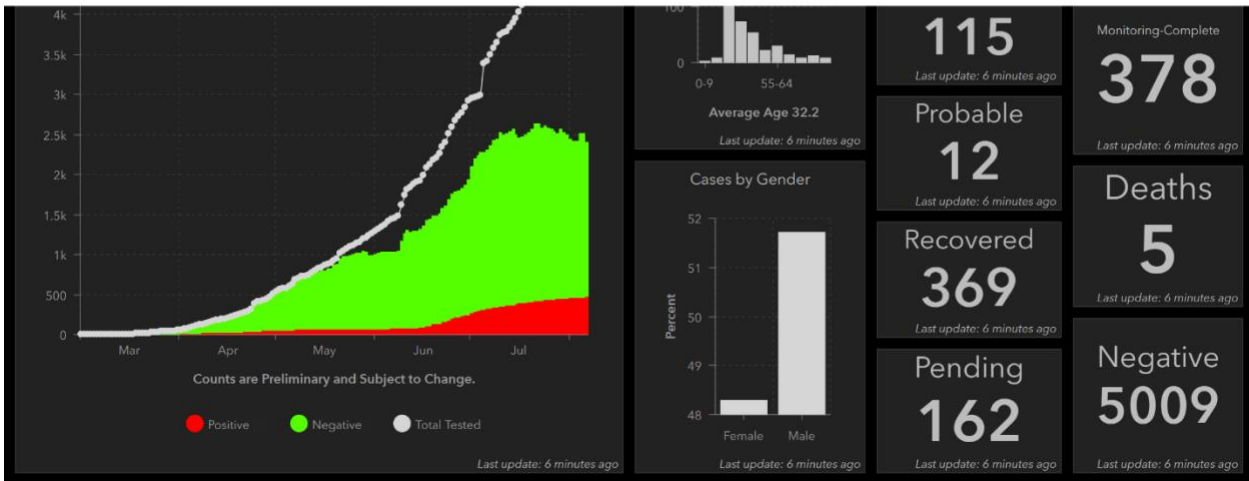


Hazard Probability Chart

PROBABILITY	OUTCOME
FREQUENT (A)	Occurs very often or is continuously experienced. As an example: <ol style="list-style-type: none"> a. <i>Individual student</i>—Occurs very frequently or always occurs while performing tasks or operations. b. <i>Group of students</i>—Occurs continuously during tasks or operations. c. <i>Equipment</i>—Occurs very often in service life or expected to occur several times over the duration of tasks or operations.
LIKELY (B)	Occurs several times. As an example: <ol style="list-style-type: none"> a. <i>Individual student</i>—Expected to occur during period of work, specific tasks or operations. b. <i>Group of students</i>—Occurs at a high rate, but experienced intermittently. c. <i>Equipment</i>—Occurs several times in service life. Expected to occur at specific tasks or operations.
OCCASIONAL (C)	Occurs sporadically. As an example: <ol style="list-style-type: none"> a. <i>Individual student</i>—Occurs some times in period of work, tasks, or operations, but NOT often. b. <i>Group of students</i>—Occurs sporadically (irregularly, sparsely, or sometimes). c. <i>Equipment</i>—Occurs some time in service life. May not occur during specific tasks or operations.
SELDOM (D)	Remotely possible or could occur sometime. Not expected to occur during a specific task As an example: <ol style="list-style-type: none"> a. <i>Individual student</i>—Isolated incident during period of work, task, or training. Remotely possible, but not expected to occur during a specific training or task. b. <i>Group of students</i>—Occurs rarely within exposed population, but more likely as isolated incidents. c. <i>Equipment</i>—Occurs in service life, but only remotely possible. Not expected to occur during a specific task.
UNLIKELY (E)	Can assume will not occur, but not impossible. As an example: <ol style="list-style-type: none"> a. <i>Individual student</i>—Occurrence not impossible, but may assume will not occur during period of work, task, or training. b. <i>Group of students</i>—Occurs very rarely, but not impossible. c. <i>Equipment</i>—Occurrence not impossible, but can assume will never occur in service life.



Appendix III





Appendix IV

Going virtual or opening with capacity limits + contact tracing requirements? RSVPify can help.

[Chat With Us](#)



RSVPify.


Online Event Registration Made Easy For Churches

RSVPify manages the event registration process so you don't have to. Save your church organization hours of event management hassle and headache.

[GET STARTED FREE](#)



Appendix V

 777-99	Quaternary ammonium; Ethanol (Ethyl alcohol)	Lysol® Disinfectant Spray	Reckitt Benckiser LLC	2
<p>Formulation Type Ready-to-use</p> <hr/> <p>Surface Types Hard Nonporous (HN); Food Contact Post-Rinse Required (FCR)</p> <hr/> <p>Use Sites Healthcare; Institutional; Residential</p> <hr/> <p>Why is this product on List N? Tested against SARS-CoV-2 (COVID-19); Emerging viral pathogen claim</p> <hr/> <p>To kill SARS-CoV-2 (COVID-19), follow disinfection directions for the following pathogen(s) SARS-CoV-2</p> <hr/> <p>Date Added to List N 07/06/2020</p>				

