



SAINT MARK'S  
EPISCOPAL CATHEDRAL

# REOPENING PLAN

POLICIES AND PROCEDURES FOR THE  
REOPENING OF THE CATHEDRAL BUILDING  
DURING THE ONGOING COVID-19 PANDEMIC

*revised 3/23/21*

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## A MESSAGE FROM THE DEAN

**D**EAR FRIENDS,

I am deeply grateful for the work the Reopening Planning Team has undertaken in recent months to plot a safe course for this cathedral community as we move toward reopening the buildings for worship, and eventually for all ministry groups. This planning guide is the result of hours and hours of study, investigation, and collaborative work, all grounded in prayer for you and your well-being, and it will serve us well, individually and communally, in the coming weeks and months.

Of course, the landscape will continue to shift, and we will adapt, guided by public health and civic leaders, the Bishop, and our own circumstances on the ground. We will make our way together! Importantly, we will continue to offer participation in worship via the livestream as well, and we are preparing to offer “hybrid” connectivity for forums, meetings, and gatherings going forward, knowing some will choose to continue participating virtually. In it all, the safety and well-being of everyone in this community is foremost in our minds as we make these plans, and I hope you will read, mark, learn, and inwardly digest the details of this planning guide, and embrace the behaviors requested of those who worship in-person, when we reopen. I look forward to seeing you when that time comes.

A handwritten signature in black ink, appearing to read "Steve" with a small cross symbol above the end of the word.

The Very Reverend Steven L. Thomason  
Dean and Rector

# INTRODUCTION

[Jesus] said to him,  
 “You shall love the Lord your God with all your heart, and with all your soul,  
 and with all your mind.’ This is the greatest and first commandment.  
 And a second is like it: ‘You shall love your neighbor as yourself.’  
 On these two commandments hang all the law and the prophets.”

—Matthew 22:37–40

Presiding Bishop Michael Curry teaches us to follow in the footsteps of Jesus. To follow the way of love. What better way to love our neighbor than to observe practices that keep that neighbor safe and healthy? During a pandemic following the way of love requires careful planning, teamwork, and energy.

Episcopalians are called to Common Prayer. We pray together on the journey to our own spirituality. We hear each other’s voices during worship. That carries us when we are weak and contributes our faith for others when it is needed. It was not easy to close the doors of the cathedral, retreat to our homes, and love each other from a distance to keep each other safe.

It is with that same sense of love, caring, and courage that plans are made to gather again, when the time is right. With the wisdom of experts, attention to detail, and patience, the following guidelines have been assembled to prepare the building and the people for being together again. Bear in mind that this is a *living* document which will be updated and revised as needed.

When we can assemble again it will be different, but it will be good. May God bless our time apart and our time together.

## SAINT MARK’S EPISCOPAL CATHEDRAL REOPENING COMMITTEE

### CO-CHAIRS

The Rev. Canon Nancy Ross  
*Canon for Cathedral Relations*

Michael Kleinschmidt  
*Canon for Cathedral Music*

### COMMITTEE MEMBERS

Jason Anderson  
*Compline Choir Director*

Jo Ann Bailey  
*Former Warden of the Cathedral*

Gregory Bloch  
*Director of Communications*

Maria Coldwell  
*Former Warden of the Cathedral*

James Pannell  
*Director of Operations*

Michael Seewer  
*Cathedral Sacristan & Head Verger*

Donald Sutkus  
*9 a.m. Service Usher Lead*

David Wagner  
*Facilities Manager*

# RE-OPENING CHART FOR SUNDAY WORSHIP

	<b><u>NO IN-PERSON WORSHIP</u></b>	<b><u>TRIAL PERIOD OF IN-PERSON WORSHIP</u></b>	<b><u>PERIOD OF LIMITED IN-PERSON WORSHIP</u></b>
<b>CORRESPONDING WASHINGTON STATE/ KING COUNTY PHASES*</b>	Phase 1 and beyond*	Phase 2 at least* <i>[see details on page 6 under "In-person Worship on Sunday Morning"]</i>	Phase 2 and beyond*
<b>TYPE OF SUNDAY WORSHIP OFFERED</b>	11 a.m. livestream service; 4:30 p.m. livestream of Choral Evensong once a month; 9:30 p.m. Compline broadcast through KING- FM.	11 a.m. in-person "representational" congregational participants; Livestream continues; Compline livestream and broadcast.	11 a.m. in-person congregational participation by reservation; more services may be added as safety, comfort, and demand evolve; livestream continues; Compline broadcast and livestream continue.
<b>WHO AND HOW MANY IN-PERSON PARTICIPANTS?</b>	No high-risk** individuals, (but high- risk individuals who have completed vaccination protocol*** are allowed); about 10 music/clergy /lay participants	No high-risk** individuals, (but high- risk individuals who have completed vaccination protocol*** are allowed); about 30 volunteer Vestry, staff members, and spouses form representational congregation; plus music/clergy/ lay participants and hospitality ministers.	High-risk** individuals still cautioned; additional congregational participants per service TBD by County guidelines and safety experience per the Dean; plus music/clergy/ lay participants and hospitality ministers
<b>REQUIREMENTS</b>	Masks when not speaking publicly/singing; ensemble singers remain masked at all times; social distancing; screening protocols on entry to building.	Masks; social distancing; required entry/exit protocols; invitation to participate/ test reservation system.	Masks; social distancing; required entry/exit protocols; reserve seats via reservation; no socializing inside after the service, and remain masked and distanced outside.

\* This Phase guidance may be updated as Phase parameters are periodically redefined by the Governor.

\*\* "High-risk" refers to people 65 or older *or* those at increased risk from underlying medical conditions, per guidelines from the Office of the Governor [<https://www.governor.wa.gov/sites/default/files/Memo%20on%20High%20Risk%20Worker%20Proclamation.pdf>] and the Office of the Bishop [<https://ecww.org/wp-content/uploads/2020/05/Diocese-of-Olympia-Phase-In-Document-V1-20200507.pdf>].

\*\*\* Vaccination protocol is completion of the official prescribed number of doses of the particular COVID-19 vaccine administered, plus an additional two weeks after the final dose.

# WORSHIP AT THE CATHEDRAL

## **ONLINE SERVICES**

The cathedral has been offering live streaming of the 11 a.m. Sunday liturgy since Easter Sunday 2017, and the Compline service has been radio broadcast by KING-FM (*king.org*) since 1962. With the closing of the cathedral building and campus in March 2020 for safety during the pandemic, protocols were established for continuing the online services, staying in accord with the Governor's and Bishop's directives.

As the Governor's designation of Phases and guidelines continually change to allow more people in religious institutions, the cathedral may adjust as deemed safe and manageable.

## **IN-PERSON WORSHIP ON SUNDAY MORNING**

The timeline for implementing the plan for reopening is fluid. The building and protocols are being prepared to reopen, with the understanding that ultimately the decision on reopening will be made by the Dean in real time.

With the King County Phases revised and simplified to Phase 1, 2, and 3 in 2021 (with a "Phase 4" for an undetermined, better future), King County being in Phase 2, coupled with the cathedral's months of experience with registration and a limited number of people in the nave adhering to safety protocols, enables the cathedral to make decisions to have more people in the nave for worship as directed by current King County regulations.

At any given time, the opening will not be automatic when allowed by the county, but will be a circumspect decision of the Dean and leadership in real time. Any actions taken will be in alignment with directives from the Office of the Bishop.

Should the safety of the situation at the cathedral or the wider county deteriorate, the Dean in consultation with leadership may make a decision to close the cathedral building at any time.

Reopening for worship will initially involve one Sunday morning service (11 a.m.). At such time as the protocols are working smoothly with one service and there are more parishioners desiring to attend than one service can accommodate, additional worship services may be added, to be determined by the Dean in consultation with other leaders. Worship expressions (Eucharist, Morning Prayer, baptisms, weddings, funerals, etc.) will also be determined by the Dean in consultation with other ministry leaders, and as directed by the Office of the Bishop. Compline will continue to be broadcast via KING-FM and livestreamed, and Choral Evensong will be livestreamed monthly, with timing and size of congregation attending to be determined by leadership.

## **MUSIC**

The singing of hymns and choral music is an important expression of the Anglican worship experience, and can be engaged safely if certain precautions are taken. Operating within our State's current COVID-19 requirements, the cathedral music staff will appoint an organist and one or more singers, according to current guidelines, to offer the sung portions of the liturgy from safe locations in the gallery and on the nave floor. They will remain masked at all times. For safety's sake, the congregation is encouraged to meditate silently on the songs offered by the appointed singers, until such time as the guidance changes to allow larger numbers of people to sing together.

## **PERSONAL PRACTICES DURING WORSHIP**

The worshiping assembly (except children younger than two years old) will wear masks throughout the liturgy. They will refrain from physical contact with others not in their household. To share the Peace, they will do so in a way that maintains social distance, such as bowing to others. They will maintain social distance and refrain from mingling with people from outside their own household at all times, including before and after the service. For everyone's safety, kneelers, hymnals, and Prayer Books will be absent. Single-use leaflets containing the order of worship may be downloaded from the website. Hospitality ministers may place hard copies on each chair prior to the service, for congregants to take home or recycle after the service.

Hospitality ministers will deny entry and cancel reservations of persons who refuse to wear a mask. If such persons refuse to leave, then the Presider should terminate the service and all present should leave, per recommendation of the Chancellor team of the Diocese of Olympia.

## **SEATING**

When the cathedral re-opens, congregants will register for each service in advance and will be checked in upon arrival. There will be signage or other indicators at seats to control social distancing, and hospitality ministers will direct people to their seats. Congregants are not permitted to change seats or move about the nave.

## **EUCCHARIST**

Practices for the distribution of the Eucharist will be determined by the Dean, informed by the directives of the Office of the Bishop. During the liturgy, hospitality ministers will clearly guide in-person worshippers through the approved procedure.

### **OFFERINGS**

People are encouraged to give online; they may use the Offertory time in the service to make electronic offering. The worshiping assembly is asked to leave offerings before or after the service begins; they should not get up during the Offertory to make their offerings.

There will be several baskets in the nave for those who have checks or cash. Signs will be posted above the baskets with the Venmo code; there will also be a hyperlink from the Sunday bulletin, so persons can click a link from their device.

The Sacristan will arrange for hospitality ministers or cathedral staff to collect the offering after the service and take it to the office. The Executive Assistant to the Dean will oversee and implement stringent cash-handling procedures for the count.

### **DISMISSAL**

The Presider or Deacon dismisses the assembly; clergy and ministers will leave the nave immediately after dismissal or postlude. The assembly will stay in seats through the postlude. Hospitality ministers will guide them in exiting. They are not to socialize inside and should maintain masks and social distancing outside.

### **USING THE RESTROOMS**

Restroom use will be limited to the number of people by the signs indicated. Please do not use a restroom if it is at capacity when you go to use it. The (former) men's room will serve as an all-gender restroom and can accommodate one individual (or family members) at a time. The women's room can accommodate two women at a time.

Signs have been placed in the restrooms instructing individuals on how to disinfect the space after use. Sanitizing wipes are available. Hand sanitizer is available at exit. Cathedral staff will clean and disinfect the restrooms.

### **CATHEDRAL ACCESSIBILITY**

All reservation holders must enter the cathedral through the main entrance on the east side of the building. The cathedral nave can be entered using an ADA-compliant ramp on the southeast corner of the building. The Hoerster Annex entrance is not open to the public.



## **COMPLINE**

The Compline service may reopen to the public at any point after King County is in Phase 2 and a sufficient number of volunteers are available to properly screen those who attend. The office of Compline continues to be broadcast live via Classical 98.1 KING-FM and livestreamed, and to further safeguard the health and safety of those gathered to sing the office.

The Compline Choir director and its board of governors have issued and will regularly update a “COVID-19 Exposure Control, Mitigation, and Recovery Plan” document; the most recent version is available as APPENDIX E. This document shall ensure the Compline Choir is fully compliant with all requirements of civic and church authorities and aims to safeguard the health and safety of those gathered to sing the office.

## **SPECIAL SERVICES**

Special services responding to pastoral needs, such as funerals, baptisms, confirmations, and weddings, or scheduled personal prayer time, may take place in the nave at the discretion of the Dean and in accordance with the safety protocols herein described.

## **SUNDAY SCHOOL AND OTHER MEETINGS**

For Sunday School, Choirs, Choir School, and other elements that wrap around or support worship on Sunday mornings, adaptations will need to be made to accommodate safe gatherings of groups and will be guided by the Dean in consultation with ministry leaders.

Childcare will not reopen, and the carpet will not be used, when the cathedral reopens for worship, given risks of infection and difficulty in distancing children in closed spaces such as the childcare room.

All other ministry groups and meeting groups external to Saint Mark’s should plan to continue meeting via Zoom until further notice. The Dean and other leaders will determine when re-gathering in person is appropriate, once the county phase permits and the Facilities Manager warrants that the meeting spaces can be maintained for safe use.

# COMMUNICATIONS & RESERVATIONS

## **RESERVATIONS**

Reservations for liturgies will be available on the cathedral website via Eventbrite. A limited number of reservations will be available for each service. The number of reservations remaining will be displayed when a person completes their reservation. If a service is full, a person may add their name to a waiting list; if a spot subsequently becomes available, they will be contacted and invited to make a reservation.

Reservations for each Sunday service will be made available on the preceding Monday, so only one Sunday service will be open for reservations at any given time. (After opening, these procedures may be modified depending on the experience of worshippers. The Communications Director will post updates in *Sundays & Beyond* and other channels.)

The registration process will incorporate detailed instructions for attendance and liability waivers, designed to be read carefully and acknowledged. It will be clear that submitting a reservation will be understood as consenting to these instructions.

Those who do not use a computer at home may reserve seats over the phone by calling Executive Assistant to the Dean Erik Donner at 206.323.0300 x217.

## **RESERVATION ETIQUETTE**

It is likely that more people will wish to attend services than there will be spaces available. If that is the case, congregants will be asked to refrain from attending services two Sundays in a row, in order that everyone who wants to can attend. This will not be a hard and fast rule, but the community will be encouraged to abide by this guideline for the good of all. (Again, this guideline may be modified to become either more or less restrictive, depending on the actual experience of parishioners after opening.)

## **PROOF OF RESERVATION**

Attendees will be encouraged to print out their ticket or confirmation email or to have either of those available to show to the hospitality minister on their mobile device. While simply having one's name checked off the reservation list will be sufficient, having access to registration documents will facilitate a smooth check-in process and will quickly clear up any misunderstanding, mistake, or miscommunication.

**PREVIEW VIDEO**

A preview video explaining the procedures is now available at [saintmarks.org/reopening](https://saintmarks.org/reopening). It is narrated by the Dean, and includes the online reservation process, procedures for entering the building, expectations of behavior during worship, and exiting the building. While the information contained in the video can be found in writing elsewhere, the community is strongly encouraged to watch, mark, and inwardly digest the video before attending a service.

**SOCIAL MEDIA AND EMAIL**

All congregants are encouraged to sign up for emails from the cathedral at [saintmarks.org/newsletter](https://saintmarks.org/newsletter). News and announcements related to reopening will be found in *Sundays & Beyond* each week, and special messages and important email alerts are sent to the same mailing list. Although Facebook will not be used as a primary communication channel, following the cathedral on Facebook and joining the “Community Life During the Closure” Facebook group are both valuable ways to communicate with the cathedral and the cathedral community.

**MAIL (POSTCARDS)**

The Communications Director will prepare a postcard mailing to the cathedral mailing list with an announcement of reopening for liturgy and brief summary of reservation procedures, emphasizing the ability to make a reservation over the phone.

**CONTACT TRACING PLAN**

The registration list as checked-off by hospitality ministers as people enter will be archived each week. All historical records of attendance and seating will be confidential, but will be accessed specifically for contact tracing or notices should the need arise. The Director of Operations will preserve these lists for a period of time after each event, as directed by the Cathedral Chancellor.

# PREPARATION OF THE SPACE

## **GENERAL GUIDANCE**

Saint Mark's Cathedral is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The details contained herein have been developed by the Facilities Department with guidance from the Centers for Disease Control (CDC), Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and International Facility Management Association (IFMA).

## **PERSONNEL SAFETY**

Personal protection equipment (PPE) will be required by all staff members engaged in cleaning duties and will include masks, appropriate gloves, and eye protection (as needed). These items will be provided by the cathedral.

## **LOCATIONS AND FREQUENCY**

Due to the need for adequate mechanical ventilation, only the nave, narthex, restrooms, choir room, and Sacristies will be open (or accessible) during service gatherings. Each of these spaces will be cleaned and disinfected prior to and after each event. Cleaning schedules will be posted in all restrooms.

## **CLEANING PRODUCTS AND USE**

Only recommended EPA-registered disinfectants will be used. The cathedral currently uses Comet Cleaner with Bleach, Clorox Disinfecting Bleach, Clorox Toilet Bowl Cleaner with Bleach, Lysol and Uline Disinfecting Wipes, and Zep Neutral Floor Cleaner. MSDS and SDS documentation for each product is on file in the Facilities Manager's office.

Cleaning staff will observe the following to ensure effective cleaning:

- ◆ Products will be used based on site use and surface types.
- ◆ Surfaces will be pre-cleaned with soap and water or surface cleaner.
- ◆ Contact (dwell) time will be based on the manufacturer's recommendation to ensure the product is effective.
- ◆ Cleaning and disinfecting products will be stored in the janitor's closet on Level One or in Facilities Storage.

### **CLEANING PROCEDURES**

- ◆ The nave, narthex, and restrooms will be cleaned and sanitized by facilities staff prior to people entering for Sunday worship.
- ◆ The nave chairs, pews, and public-touched surfaces will be sanitized between services by staff or volunteers and prior to opening the doors to worshippers. When there are two services, volunteers, under the supervision of the Sacristan, will sanitize platform furnishings.
- ◆ Facilities staff will clean and sanitize restrooms between services.
- ◆ Facilities staff will perform routine cleaning per these guidelines after the nave and narthex has been cleared for the day.

### **NOTES**

1. Hand sanitizer has been placed at the entrance to the nave.
2. Disinfectant spray equipment has been purchased to reduce the amount of time it takes to disinfect the various rooms.

### **AIR CIRCULATION AND FILTRATION IN THE NAVE**

Following the advice of UMC, professional HVAC engineers, the facilities team have installed MERV 13+ filters throughout the cathedral and engaged exhaust fans to run in tandem with the air intake system. Outside the heating season, the return air dampers are closed. In the heating season, the return air dampers will be opened to the minimum degree necessary to keep the air compressor in good working order, reducing return air to the system by about 60–75%.

Additional ventilation will be provided when warranted.

# WELCOMING PEOPLE INTO THE NAVE

## **HOSPITALITY MINISTRY**

Upon reopening of the cathedral for public worship, three to six hospitality ministers will be needed for each service. Before the service, hospitality ministers will be present at the entrance to the nave/narthex and inside the nave. These hospitality ministers will share responsibilities of greeter, seat assignment ministers, and usher. Responsibilities include checking people in and assisting with seating people.

During the service, some hospitality ministers will stay in the narthex to greet latecomers. Other hospitality ministers will be stationed throughout the nave to provide assistance as needed. Walkie talkies will be used for communication.

For worship services, the Cathedral Sacristan or their appointed stand-in will be present to ensure volunteers arrive on time to facilitate all required steps for worship (volunteers, sound/video techs, etc.).

## **HOSPITALITY MINISTER RESPONSIBILITIES**

Hospitality ministers will be the first to welcome people to the Cathedral for worship. Even though the ministers will have masks on at all times, their smiles will show through! Hospitality ministers should be welcoming and inviting to all who join us and should not be afraid to help those who may seem confused or overwhelmed by all the changes. Hospitality ministers will:

- ◆ Make people feel welcome through body language, communicating, and making eye contact. Shaking hands and physically touching others (hugging) is not allowed. All people must maintain social distance from each other.
- ◆ Check people in to the registration list, and confirm all COVID waiver questions have been answered compliantly by each person.
- ◆ Make sure that all congregants have masks prior to entering the cathedral (providing masks if needed), and that they are aware of facilities for sanitizing their hands before putting masks on. (Limited additional seating capacity in the nave may be available *for extraordinary circumstances* determined by Cathedral Sacristan/leader.)
- ◆ Provide directions as needed.
- ◆ Guide the entering congregants to entrances and exits.
- ◆ Direct congregants to read the signs posted in the narthex and portico indicating the basic requirements for those entering the cathedral and giving the basic protocol for entry and exit (see APPENDIX C for signage text).
- ◆ Answer any questions about reservations and seating.
- ◆ Guide congregant groups to available seats.
- ◆ Monitor the situation in the nave before, during, and after the service, and provide aid to those who may need it.
- ◆ Provide guidance to congregant groups as they exit the cathedral.

**SAFETY ACTIONS**

In the event of a medical emergency, the hospitality ministers will immediately notify the Sacristan or other staff person, and the guidelines in the emergency preparedness manual will be implemented for the specific situation.

**PROTECTING VOLUNTEERS AND STAFF**

The safety and health of staff and volunteers in all ministries is a major priority. To that end, the cathedral will put the following specific procedures and facility modifications in place to ensure the risk of contracting COVID-19 to all staff and volunteer ministers is minimized:

- ◆ Masks will be available and use will be required.
- ◆ Face shields or eye coverings will be available to those who want them.
- ◆ Ample quantities of hand sanitizer and disposable gloves in convenient locations will be made available.
- ◆ Feedback from volunteers and staff is encouraged.

**VOLUNTEER TRAINING AND PREPARATION**

First-time volunteers must show up early before a service for training and preparation as directed by Cathedral Sacristan or other leader.

**POST-EXPOSURE INCIDENT RECOVERY PLAN**

If there is a case of exposure or infection from COVID-19 identified at a cathedral gathering, we will consult King County health officials directly to determine the best way forward, which would include, at the least, communication to those who participated in the event, conveying the health officials' advice on quarantining and/or testing; providing information for contact tracing if so advised; enacting additional safety and cleaning in the cathedral itself; and the potential of reclosing until a future point, should it be deemed warranted.

# APPENDIX A:

FOR THOSE WHO SIGNED A WAIVER AT ONLINE REGISTRATION

## COVID-19 Screening Questionnaire

*If you answer YES to any of these questions, do not enter the cathedral. Please go home and check with your primary care provider for further instructions, including information about COVID-19 testing.*

PLEASE READ EACH QUESTION CAREFULLY	CIRCLE THE ANSWER THAT APPLIES TO YOU	
Have you experienced any of the following in the past 48 hours: <ul style="list-style-type: none"> <li>• fever or chills</li> <li>• cough</li> <li>• shortness of breath or difficulty breathing</li> <li>• fatigue</li> <li>• muscle or body aches</li> <li>• headache</li> <li>• new loss of taste or smell</li> <li>• sore throat</li> <li>• congestion or runny nose</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> </ul>	Yes	No
Within the past 14 days, have you been in close physical contact (6 feet or closer for a cumulative total of 15 minutes) with: <ul style="list-style-type: none"> <li>• Anyone who is known to have laboratory-confirmed COVID-19?</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Anyone who has any symptoms consistent with COVID-19?</li> </ul>	Yes	No
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	Yes	No
Are you currently waiting on the results of a COVID-19 test because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?	Yes	No

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



# APPENDIX B:

FOR THOSE WHO HAVE NOT SIGNED A WAIVER AT ONLINE REGISTRATION



SAINT MARK'S CATHEDRAL

COVID-19 EVENT DISCLOSURE & SCREENING FORM

Event/Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

For the health of our community, all participants at the above event are required to sign and agree to voluntarily assume any risk of physically participating at this event. Before attending, you agree that:

1. I agree to follow all social distancing, sanitizing, and temperature-taking protocols in place at this event or activity and **agree to wear a face mask for the entirety of this event.**
2. I understand my attendance and participation in the above event can pose a risk of COVID-19 or other contagious or infectious diseases to me, and if I am a high-risk person, as defined by the CDC, I should consider staying home and avoid participation.
3. If I have been recently exposed to COVID-19, I understand that I may pose a risk to others.
4. I agree that I have not experienced any of the following in the past 48 hours:
  - Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting
5. I am not currently isolating or quarantining because I may have been exposed to a person with COVID-19 or worried that I may be sick with COVID-19.
6. I am not currently waiting on the results of a COVID-19 test because I may have been exposed to a person with COVID-19 or worried that I may be sick with COVID-19.
7. If there is an outbreak, my information may be shared with Public Health officials to engage in an approved contact tracing program. I understand that my information will be saved and may be released to such Public Health Officials in the event it is needed for such a program.

Your participating in person at this event is conditioned upon your acceptance and agreement to the above. Thank you for helping us keep our community safe and healthy, we are all in this together!

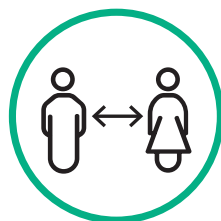
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C:

## SIGNAGE TO BE POSTED THROUGHOUT THE CATHEDRAL

*When attending a service at the cathedral in person, we ask the following of you and those in your group:*

- ◆ If you or anyone in your group have not been feeling well or have had a cough, fever, or other symptoms within the last 14 days, please refrain from entering the cathedral.
- ◆ Wear a mask covering both the mouth and the nose at all times.
- ◆ Maintain a minimum of six feet between members of other households.
- ◆ Use the hand sanitizer stations located in various locations at your convenience.
- ◆ Wait for hospitality ministers to seat you or your household group and sit only in designated seats.
- ◆ At the end of the service, leave your seating area only when an hospitality minister asks you to do so.



## APPENDIX D:

### MAINTENANCE STANDARD OPERATING PROCEDURE (RESTROOMS)

**Title/Subject: Restroom Cleaning**

**Number:** \_\_\_\_\_

**Applies to:**  staff    volunteers    vendors/contractors   \_\_\_\_\_

**Effective Date of this Revision:** (September 1, 2019)

**Contact for More Information:**                      Facilities

Policy    Procedure

**PURPOSE:** To define the cleaning practices of restrooms.

**SCOPE:** This procedure is applicable to St. Nicholas (Choir School), Leffler House, Carriage House, Cathedral, and Cathedral House.

**RESPONSIBILITY:** Facilities Staff and Contract Cleaning Vendor(s)

**PROCEDURES:**

**STEP 1 – Close / Inspect** • Close Restroom to pedestrian traffic. • Put out “wet floor” sign. • Put on disposable gloves.

**STEP 2 – Trash / Refill** • Check and refill dispensers; soap, toilet tissue, paper towels, toilet seat cover etc. • Discard trash in appropriate location • Spray outside of dispensers with disinfectant. • Wipe dry with clean cloth or paper towel.

**STEP 3 – Toilets / Urinals** • Remove urinal screens and block. • Flush toilets and urinals. • Force water over traps with swab to remove water from bowls and urinals. • Pour 1 ounce Thickened Bowl Cleaner • Swab thoroughly over exposed surfaces including under the rim and let stand 10 minutes. NOTE: Proceed to next step to allow cleaner time to work.

**STEP 4 – Dust / Sweep** • Attach Swiffer dusting cloth to Swiffer mop. • Remove dust and cobwebs from top of walls, doorways, stall partitions, lights, fans and other hard to reach areas. • Use putty knife to remove gum from floors, stall partitions and other surfaces. • Sweep entire floor surface to be cleaned with a broom.

**STEP 5 – Spray & Wipe** • Spray Comet Bathroom Cleaner onto sinks, counter tops and fixtures. Wipe with a clean cloth or paper towel. • Spray Sprayway Class Cleaner onto mirrors & glass. Wipe with clean cloth or paper towel. Do not buff dry. • Spray Comet Cleaner with Bleach directly onto walls, stall partitions, light switches, doors and door knobs. Wipe with clean cloth or paper towel.

**STEP 6 – Toilets / Urinals** • Re-swab interior toilet & urinal surfaces including under the rim and flush. • Spray Comet Cleaner with Bleach cleaner onto exterior surfaces of toilets and urinals. • Wipe with paper towel and discard.

**STEP 7 – Damp Mop** • Fill 4 gallon mop bucket to fill line with warm water. • Add 4 ounces of ZEP floor cleaner (1 oz per gallon) • Twist mop in wringer and wring out as much solution as possible. • Starting at farthest point from door, mop a 10 ft. by 10 ft. area.

**STEP 8 – Mist spray** all surfaces with hospital grade sanitizing solution and allow to air dry. Approximate dwell time is 5 to 10 minutes. This step is required during COVID-19 pandemic and other hazardous disease outbreaks.

**STEP 9 – Remove** “wet floor” sign and reopen restroom.

# APPENDIX E:

## COMPLINE CHOIR COVID-19 PRECAUTIONS AND PROTOCOLS

(NB: some personal information has been redacted.)



### COVID-19 EXPOSURE CONTROL, MITIGATION, AND RECOVERY PLAN

As amended March 8, 2021

#### I. Precautions and protocols for all choir members

1. **Get vaccinated as soon as possible.** Upon receiving your final vaccine dose, notify Jason Anderson via email to [director@complinechoir.org](mailto:director@complinechoir.org).
2. **Those awaiting vaccination are strongly encouraged to test regularly for COVID-19** via a PCR test. Since test results can take 48-72 hours, we recommend you test no later than Thursday if scheduled to sing on Sunday. Tests are usually free of charge. Visit <https://www.kingcounty.gov/depts/health/covid-19/care/testing/locations.aspx> to find a test site near you. You will need to make an appointment in advance at most locations.
3. **Avoid direct hand-to-body contact.** Do not touch your face, mouth, nose, or eyes.
4. **If you are age 65 or older, have underlying medical conditions, or are immunocompromised,** you may participate after receiving the official prescribed number of doses of the COVID-19 vaccine administered and the vaccine reaches full efficacy according to CDC guidelines, and after any additional cathedral conditions related to participation by vaccinated persons are satisfied.

#### II. Protocols and procedures for those participating in Compline small vocal ensembles

1. You may participate in a small vocal ensemble provided you:
  - a. **Take your temperature** no more than one hour before coming to the cathedral. Your temperature should be normal, defined as 100.3°F or less by the CDC.
  - b. **Are not experiencing one or more of the CDC-recognized symptoms of COVID-19,** and are otherwise healthy.
  - c. **Wait fourteen (14) days after traveling anywhere outside Washington state** with a higher COVID-19 case rate than King County. This information is available at <https://covidactnow.org/>.
2. **Your entry to the cathedral is conditional** upon truthfully answering 'No' to all questions on the cathedral's COVID-19 Screening Questionnaire.
3. **Wash your hands** with soap and water for at least 20 seconds (or use hand sanitizer containing 60% or greater ethanol or 70% or greater isopropanol) upon entering the building, after using the restroom, and at regular intervals.
4. **Employ physical distancing,** maintaining at least six (6) feet spacing for interactions not involving singing, and nine (9) feet, ideally twelve (12) feet, spacing for interactions involving singing. Randomize travel paths.



5. **While in the cathedral, you must wear a triple-layer surgical-style face mask or better** that covers your nose and mouth, with no valves or gaps on the sides, that fits well around the margins. Upon request, an FDA-approved KF94, KN95, or N95 mask will be provided. A mask must be worn at all times except when drinking water.
6. **Keep all music with you at home.** You are responsible for printing and bringing the order of service and any music needed on Sunday and taking it home afterward. Printed copies of the order of service or music will be provided upon request.
7. **Practice in advance.** The director or group leader sends a list of music to be sung and provides links to the anthem and any music you might not have so you can prepare. It is vital that all participants be comfortable with music sung.
8. Since the service will be livestreamed for the foreseeable future, we will **follow the Livestream Etiquette and Dress Code policy**—black pants, black socks, and black dress shoes are required.
9. **No food or drink permitted**—except water in your own water bottle.
10. **Entry:** Arrive at the announced time [REDACTED] and wait for the group leader to admit you. Complete the screening questionnaire, then wash your hands. Go to the choir room, store any personal belongings, and get vestments. Avoid touching handrails and door handles unless necessary; you may use the elevator. Go to the nave, find your assigned seat, and organize music.
11. **During the service:** Be vested and in position by 9:25 PM. Drink any water prior to the start of the service. Keep your face mask on during the entirety of the service. Pitch will be given from a tuning fork, smart phone app, or keyboard instrument.
12. **Exit:** Gather music and return to the rehearsal area via a random path. It is imperative that participants not walk through any areas of aerosolized particles (about 15 feet in front of those singing). The director or group leader offers the optional dismissal and shares any parting words or instructions with singers. Participants remove and store vestments, turn in or file music, and wipe down music stands at separate times.
13. **You have a duty to immediately notify the director or group leader if diagnosed with or exhibiting one or more of the CDC-recognized symptoms of COVID-19.** The director or group leader will notify all who were present of possible exposure, maintaining confidentiality. Those present may not resume participation until the person notifying provides written permission to resume activity from a physician, or proof of a negative COVID-19 PCR test administered at least five days after possible exposure, or until all who were present complete a period of self-quarantine for 14 days without developing COVID-19.



### III. Protocols and procedures for directors, group leaders, and audio support personnel

#### 1. Permitted number of singers:

- a. **Healthy Washington Roadmap to Recovery Phase 1:** The director or group leader may call a **maximum of eight (8) singers**, excluding himself and an audio/visual support person. Participants may sing Complines from the front platform or in front of the interior narthex doors. The audio support person will adjust microphones as needed.
- b. **Healthy Washington Roadmap to Recovery Phase 2:** The director or group leader may call a **maximum of fifteen (15) singers**, excluding himself and an audio/visual support person. Participants may sing Complines from the front platform or in front of the interior narthex doors. The audio support person will adjust microphones as needed.
- c. **Healthy Washington Roadmap to Recovery Phase 3 and beyond:** The permitted number of singers **remains as stated in § III.1.b.** until updated guidance is provided by government or public health officials.

2. **Repertoire selection:** Music should be familiar or easily accessible, and dovetail with participants' skills and abilities. Plainchant is advised for some of the pieces sung. Music may range from unison up to five-parts and may be accompanied.
3. **Confirm participation of all singers** by Thursday at 6 PM. Designate a cantor and reader who already serves in this capacity from among those participating. The director or group leader will serve as cantor and/or reader if no one else is available.
4. **Set up and prepare rehearsal and service areas:** Complete the required cathedral COVID-19 Screening Questionnaire and wash your hands. Disinfect commonly touched surfaces as needed, like the gray cabinet and door handles, choir room robe closet door handles, and KING-FM headset. Open windows in choir room for ventilation; as weather permits, open two (2) north nave doors for added ventilation. Ensure chairs and music stands for singers are spaced at least nine (9) feet, ideally twelve (12) feet apart. Singers must not face or point directly toward other singers.
5. **Admission of participants:** Go to the Hoerster Annex doors to admit members. If anyone answers 'Yes' to any of the questions on the cathedral's COVID-19 Screening Questionnaire, or appears feverish or ill, send them home.
6. **Emergency replacement of singers:** If the director or group leader sends a participant home, he or she should alter chosen repertoire or secure a substitute singer. However, the substitute singer must be able to satisfy requirements enumerated in II.1 and II.2 above.



7. **Rest breaks for aerosol dispersion:** The cathedral HVAC system exceeds recommended air changes per hour. However, a five- to ten-minute break is required near 8:25 PM and 9:15 PM. No singing or loud speaking should occur during these breaks.
8. **Audio recording equipment & KING-FM connection** (*audio support person*):  
***This portion should be completed by 8:30 PM.***
  - a. Set up Zoom H6 recorder; test levels and ensure functionality. The Zoom H6 recorder is stored in the robe closet; if you cannot locate it, text Greg Bloch at [REDACTED]
  - b. Plug handset in and ensure the KING-FM feed is audible; you may have to jiggle the connection a bit as it is loose.
  - c. Go to the sound booth and verify the Comrex Access NX is sending and receiving. If properly locked and connected, you will see activity for left and right channels for both SEND and RECEIVE.
  - d. **If the connection with KING-FM is not active, follow the troubleshooting steps outlined on page 5.** [REDACTED]

***This portion should be completed after the service ends.***

- e. Place the Zoom H6 recorder in Greg Bloch's office (if open) or mailbox (if office is closed).
- f. Unplug handset and recorder used, wipe down with disinfecting wipe, and store.

**Deviation from above:** If a director or group leader wishes to deviate from this COVID-19 Exposure Control, Mitigation, and Recovery Plan, he or she must have good reason for doing so and receive permission from the Director of the Compline Choir and Board President in advance.

**These precautions and protocols are to be strictly observed by all members of The Compline Choir and will remain in place until amended or revoked by the Director.**



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