

**Church of St. Paul in the Desert
Church & Campus Reopening Plan
January 2021**

Revised – March 18, 2021

Approved April 15th, 2021

By Bishop Susan Brown Snook & Canon Gwynn Lynch

Overview

The purpose of this document is to identify those protocols and activities necessary to reopen our Campus, given Bishop Susan’s guidelines, State of California Guidelines, City of Palm Springs Guidelines, and those published by the Centers for Disease Control.

Note: Our target reopening date for in-person worship is the Sunday of Pentecost, 2021. This is based on our technology transition in Part 3 below.

“Soft openings” will begin on Thursday, April 22 during our pre-recording sessions and will continue for two more consecutive Thursdays. This will give us the opportunity for “dress rehearsals” for ushers and time to train our ushers.

In addition to the overview this plan is divided into seven sections:

1. General Campus Protocols
2. Church and Sacristy Protocols for Reopening.
3. Protocols for Altar Party when closed for worship.
4. Parish Office. Targeted opening end of April 2021
5. Parish Hall. Opening for 12-Step meetings, July 1.
6. “Condo,” for 12-Step meetings. Targeted Opening, July 1, 2021.
7. Deliverables.

Our first and most important concern is for the health, well being and safety of our parishioners, staff, clergy, and visitors to our campus.

1. General Campus Protocols and Practices

- A. All visitors, staff, volunteers, and parishioners must wear a mask on campus.
- B. Social distancing markers must be observed along with traffic pattern markers.
- C. Touchless hand sanitizers will be stationed at each open entrance to the buildings. Some sanitizers will be redeployed for Sundays at the church exit once we return to in-person worship.
- D. The campus will be sanitized and cleaned once per week by Cintas: all tables, chairs, pews, floors, and toilets.
- E. All manual paper towel, soap and hand sanitizer dispensers have been replaced with touchless dispensers.
- F. A dispenser of all Cintas products for disinfecting and cleaning surfaces is kept in the storage room just off the narthex (behind the water fountain) for use by our custodial staff.
- G. All water fountains will be blocked from usage, except those fountains that have dispensers for filling water bottles.

2. Church and Sacristy Protocols for Reopening

- A. The following Covid-19 church capacity limitations will be followed:
 - 1. 25% Capacity = 60 people, including altar party.
 - 2. 50% Capacity = 120 people, including altar party.
- B. There is one entrance (west side of the church) and one exit (southwest side of the church).
- C. An usher (volunteer) will greet our congregants and take their temperatures.
- D. There are two standalone hand sanitizers at the entrance to the church.
- E. An E-vite system will be used so people can reserve their places at worship.
- F. Should we go to multiple in-person services, custodial staff will clean and disinfect the altar area and the pew areas after each service. Altar Guild will clean and disinfect the Sacristy work areas.
- G. All hymnals, bibles, prayer books, scratch pads and booklets have been removed from the church.
- H. Exits – there will be one entrance door (northwest door) and one exit door for the church (southwest). Traffic flow markers will indicate the way in and the way out.
- I. Seating: no more than two people per pew, socially distant, with every other pew having one person in the middle. Transept seating will accommodate families and couples. The seating plan is color-coded to indicate the number of parishioners and their location in each row.
- J. Each attending parishioner will have their temperature taken by an usher.
- K. Masks are required (double masks, as of this revision) and will be available in “Ziplock” sandwich-sized bags.
- L. Ushers will show parishioners to their seats and people may not change their seats.
- M. Should a person leave the church, re-entry will not be permitted.
- N. No congregational singing.
- O. **Offering “Plate”** - There will be a separate basket on a table for the offering located along the exit route.
- P. **Altar Ministers** must wear masks and wash their hands upon entering the Sacristy, before assembling and filling the vessels and before setting the table for the Eucharist.
- Q. **Presider** must sanitize hands before beginning the Eucharist Prayer.
- R. Worship services should be no longer than 45 minutes.

3. Protocols for Altar Party while closed for worship.

- A. Moveo is our technology of choice for recording our services while closed for worship.
- B. We will record our Sunday services on Thursday mornings, and be flexible for special services.
- C. We will work with a minimal Altar Party: priest, organist, quartet, altar minister, lector and videographer all maintaining appropriate distance.
- D. Participants (priest, altar minister, lector) will be socially distant at six feet; quartet and organist will be socially distant at 12 feet; videographer is at least 18 feet from the proceedings.
- E. Organist and quartet will use masks specially designed for singing.
- F. We hope to time our reopening to our ability to “live stream” from the nave, which should be installed, tested, and trialed by Pentecost Sunday, 2021.

4. Protocols for the Office

- A. All volunteers and personnel must maintain social distancing and wear a mask when moving through the office. All guests must sanitize their hands, wear a mask, and have their temperatures taken if they are here for a meeting or inside deliveries.

- B. When having a conversation with another member of staff, maintain a social distance of at least six feet.
- C. Social distancing space markers will be placed in the office reception area.
- D. Furniture in reception area will be placed at a six feet distance between any seating pieces.

5. Protocols for the Parish Hall – the parish hall is used for both feeding the needy once a week, the kitchen for preparing hot meals on weekdays, and for 12-Step meetings.

- A. Our collaboration with Well in the Desert (WID) has qualified for a humanitarian exception given the stipulations below:
 - 1. We may feed 12 people at a time at tables six feet in diameter, six feet apart and two persons per table.
 - 2. WID generally serves their guests both their entrée plate and serves from a dessert tray; therefore, no one is standing in a line for their food, cafeteria style.
 - 3. There is one entrance (north side of the building) and one exit (south side of the building)
 - 4. All guests waiting outside must stand per the social distancing markers on the cement.
 - 5. All guests must sanitize their hands at the touchless dispensers or wash their hands in the bathroom. There are two standalone hand sanitizers at the entrance.
 - 6. No more than two people are permitted in the bathroom at one time since our parish hall bathrooms are small.
 - 7. There are traffic markers on the floor indicating where our guests should walk when entering the hall, going to their assigned table, and exiting.
 - 8. Kitchen staff must wear masks and gloves as they prepare the food.
 - 9. Our kitchen has been given a blue grade of A by the public health authorities.
- B. Pre-Covid, our parish hosted upwards of 20 12-Step programs on our campus. We will not be able to support that number until we are able to open our campus fully.
 - 1. We will not use the parlor and the parish hall at the same time to host 12-Step meetings unless it is the same meeting that needs to expand with social distancing.
 - 2. Covid capacity for the Parish Hall is 25 people with social distancing; 35 if the same group expands to the parlor.
 - 3. There is one entrance (north side of the building) and one exit (south side of the building).
 - 4. There are two standalone, touchless hand sanitizers at the entrance to the building.
 - 5. No display racks for 12-Step collateral material will be permitted. While a minor inconvenience, all materials must be removed from the building after each meeting. All material racks must be removed before we reopen. There can be no self-serve food unless each item is individually wrapped and sealed.
 - 6. No group coffee pots will be allowed in the parish hall. They must be removed before we reopen.

6. The “Condo” – anticipated reopening for 12-Step meetings: July 1, 2021

- A. The Condo has been used at the south end for storage and for smaller 12-Step meetings on the north end.
- B. The Covid capacity of the Condo is 10 people. Pre-Covid, there were upwards of 25 people that met in one 12-Step group alone.
- C. There is one entrance (east side of the building) and one exit (west side of the building).
- D. There is a standalone touchless hand sanitizer at the entrance.

7. "Deliverables" that Are in Process or Outstanding

- A. A letter to the parish announcing the targeted reopening date and explaining the changes to the worship environment (i.e., capacity arrangements, temperature-taking, assigned seating, etc.). Kathy K. / Br. John (in process to be published in the Abundant Life Newsletter on 4/16/2021.)
- B. A letter to the various 12-Step groups re: scheduling, capacity limitations, no smoking, new keys, etc., Parish Administrator – release date TBD, some time at the end of May.
- C. Volunteer/Usher Training weekend of (TBD).
- D. Letter to Ministry Leaders for Recruiting Volunteers. Done and receiving volunteer responses.
- E. A video depicting the various changes to protocol and environment when the parishioners return to church. Fr. Lorenzo will be featured in the video:
Steve Moore/Fr. Lorenzo/Br. John - TBD towards the end of April.
- F. Establishment of an "E-vite" account for attendance control and reservations. For those without internet access, there will be a number to call which for now is Kathy Kilmer's home phone.
Br. John/Jim Lawrence – in process.
- G. Operational "live streaming" including initial testing / operational checklist: Steve Moore and Fr. Lorenzo. First week of May.

Picture Attachments

One Way In



One Way Out



Social Distancing

