

Re-Opening Guidelines
From
Bishop Snook and State of California
June 1, 2020

In-Person Worship Guidelines Checklist						
Episcopal Diocese of San Diego						
		Bishop	State	Congregational Notes	Responsibility Assigned To	Completed
Required Guidelines:						
1	Create a task force to make a written plan for restarting limited in-person worship in your congregation, adapting the following guidelines to your congregation's building and context.	X				
2	Have plan approved by vestry and made available to the whole congregation by email, posting on website, and/or mailing to members	X	X			
3	Post plan in conspicuous place and designate people to implement.		X			
4	Take reasonable measures: post signage reminding attendees to use face masks and maintain social distancing.		X			
5	Missions and MAP/APP congregations must have plan approved by the bishop.	X				
6	Online or other distance worship should continue.	X	X			
7	Maximum group size is 25% of capacity, not more than 100 persons (including staff and worship leaders).		X			
8	Further limit your in-person attendance at any worship service to the number of people (or household groups) who can sit six feet or more away from any other people (or household groups). Mark allowable seats.	X	x			
9	Make a plan for how you will enforce group limit size once capacity has been reached.	X				
10	Before restarting in-person worship, deep-clean your worship facility, including door handles, pew tops, pulpits, and other surfaces.	X				
11	Discourage people over 65 or in a high-risk group from attending in-person worship.	X				
12	Any clergy in a high-risk group who wish to lead in-person worship must be authorized by the bishop.	X				

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13	Provide the best ventilation possible. Outdoor worship is safest. If you choose to worship indoors, open doors and windows and turn on fans.	X				
14	No choir or congregational singing, and no use of wind instruments. You may use soloists or very small groups of singers, spaced at least 12 feet apart from each other and any other participant in the service.	X				
15	People should wear masks at all times, except when reading or preaching. Schedule only one lector at each service.	X	X			
16	Provide extra masks at the entrance of the church for worshipers who arrive without them.	X				
17	Clergy should wash hands frequently. If communion is celebrated, the celebrant (and deacon, if applicable) should go to the sacristy during the offertory to wash hands thoroughly before setting the table and celebrating communion. Only the celebrant should stand at the altar during the Great Thanksgiving.	X				
18	If communion is celebrated, only the celebrant should distribute bread, and should wear a mask during distribution. Bread may be distributed by dropping it into people's hands (ask people to avoid touching your hand), or by setting it out in separate receptacles for people to pick up as they come forward. The common cup should not be offered at this time.	X				
19	Ensure that people who come forward for communion stand at least 6 feet apart, and do not allow kneeling at the altar rail because of the danger of many hands touching the rail.	X				

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20	Place hand sanitizer at the entrances and exits to the church, and other convenient locations, and encourage people to use it. Provide disinfecting wipes at the entrance and inside each restroom, and ask people to use them to clean door handles, faucets, and other surfaces after each use.	X				
21	Ask visitors exhibiting symptoms to stay home.	X	X			
22	Place collection plates at a central location instead of passing them hand to hand.	X	X			
23	Ask people not to touch or come closer than six feet to each other during passing the Peace or social times.	X	X			
24	If you have more than one worship service, remove shared artifacts such as prayer books and hymnals, and instead allow people to take single-use paper bulletins from a central distribution point, or offer downloadable bulletins that people can access on their personal devices. Used bulletins should be disposed of by the user instead of leaving them in seats for ushers to pick up.	X	X			
25	Prop doors open so people don't have to touch door handles.	X	X			
26	Engage in careful, thorough, and frequent cleaning of pews, door handles, light switches, restrooms, microphones, stands, musical instruments, pulpits, podiums, and all other things that are often touched, before and after each service.	X	X			
27	Ensure that sanitation remains operational and supplies stocked at all times – soap, paper towels, hand sanitizer, disinfectant wipes/sprays.		X			
28	Do not serve refreshments at social hour, and ask people to maintain social distancing.	X				
29	Do not offer nursery care or in-person children's Sunday school during this period, and hold other meetings and classes online.	X				

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30	Children should remain in the care of their household and not interact with children of other parties.		X			
31	Turn off public drinking fountains and indicate off limits.		X			
32	Empty fonts and stoups.	X	X			
33	Close self service selection of pamphlets, displays, books, food and beverages.		X			
34	Government guidelines do not yet allow AA or other outside groups to meet at the church.		X			
35	Church Offices should remain closed during this phase, except for essential services (opening mail, depositing checks, etc.). Clergy and staff may come into the office to take care of occasional needs, but should primarily work from home.	X				
36	Churches with Schools. Schools are authorized to reopen under the strict limitations set out by the government. Mission congregations and MAP/APP congregations with schools must have their reopening plans approved by the diocesan office.	X				
	<u>Additional Requirements for Staff:</u>					
37	Provide symptom and or temperature screenings for all staff at beginning of shifts. Avoid contact.		X			
38	Give copies of plan to staff and train them on plan. Specifically, train staff on social distancing and proper use of face masks		X			
39	Ensure that staff and volunteers have necessary PPE.		X			
40	Require staff exhibiting symptoms to stay home.	X	X			
	<u>Strongly Encouraged Guidelines:</u>					
41	Congregants and visitors should be screened for temperature and/or symptoms upon arrival.		X			
42	Whenever possible limit length of time congregants/visitors spend in facility (services & meetings).		X			

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43	Remind attendees of procedures upon welcoming and during announcements.	X	X			
	Suggested Guidelines:					
44	You may consider offering Morning Prayer or a service of Ante-Communion during this phase rather than a full communion service.	X				
45	Consider wearing disposable gloves to supplement frequent handwashing.		X			
46	Consider using disposable seat covers for congregants/visitors.		X			
47	Install touchless hand sanitizers.		X			
48	Wash religious garments//linens after each service/event.		X			
49	Consider dedicating staff to help people maintain social distancing.		X			
50	Consider offering additional service times so that fewer guests attend services at the same time.		X			
	SUPPLEMENTAL PASTORAL GUIDANCE					
	The guidelines below set standards and options for celebrating the Episcopal Church's seven sacramental rites, plus the pastoral service of burials.					
	HOLY BAPTISM					
	Baptisms may be offered under either of the following two options:					

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51	<p>The baptismal party and priest gather at a source of water (possibly outside for additional safety), physically distanced, with fewer than 10 people present. The service is recorded and inserted into a regular Sunday online service, or live-streamed as part of a Sunday service. The baptism commences with the presentation on BCP p. 301 and continues through the middle of page 307. The priest does not touch the water. For the actual baptism at the bottom of page 307, a close relative (perhaps the parent of an infant) performs the actual baptism (“N., I baptize you....”). The priest then continues with the prayer beginning “Heavenly Father” at the top of page 308. Chrismation is saved for a later date. The congregational welcome at the bottom of page 308 may be done live at the actual baptism, and repeated by the whole congregation during the Sunday service if the baptism is pre-recorded. Please note that this option is allowed because the BCP allows laypeople to baptize in case of emergency. I have discussed this option with the Presiding Bishop and he has agreed that it is allowable under our rubrics.</p>	X				
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52	<p>This option should be chosen only with the permission of the baptismal candidate (or sponsors, in the case of a child). The baptismal party and priest gather at a source of water (possibly outside for additional safety), physically distanced, with fewer than 10 people present. The service is recorded and inserted into a regular Sunday online service, or live-streamed as part of a Sunday service. The priest should thoroughly wash her/his hands before the baptism begins, and wear a mask throughout the service. The baptism commences with the presentation on BCP p. 301 and continues through the middle of page 308. If a child is being baptized, the child should be held by a parent, not by the priest. The priest may use a long implement such as a ladle (which has been disinfected before the service) to touch the water and to perform the baptism, or may use thoroughly washed hands. Other than the actual moment of baptism and chrismation, all parties (who do not live in the same household) should be physically distanced. The congregational welcome at the bottom of page 308 may be done live at the actual baptism, and repeated by the whole congregation during the Sunday service if the baptism is pre-recorded.</p>	X				
	HOLY EUCHARIST					
	Guidelines for in-person celebrations of the Holy Eucharist are spelled out above in the worship guidelines.					
53	In addition, you may consider making use of Lay Eucharistic Visitors to take Eucharist to home or family church gatherings. Such a structure might consist of:					

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a	Pre-recorded celebration of the Holy Eucharist where elements are consecrated. The pre-recorded celebration would be available for viewing on Sunday morning so home churches could participate.	X				
b	On Sunday morning, Lay Eucharistic visitors come to the church to pick up pre-consecrated elements (probably providing bread only). Elements should be pre-consecrated, individually packed in communion kits or other receptacles, and set out for LEVs to pick up. The LEVs should be sent out with a short sending service, repeated at intervals on Sunday morning if necessary to maintain small group sizes.	X				
c	At the home or family church gathering, the group would watch the pre-recorded Eucharistic celebration and share communion distributed by the LEV. More guidelines for how this might work liturgically will be forthcoming from our office.	X				
d	At present, home church gatherings that involve more than one family unit should happen outside with masking and social distancing.	X				
e	This structure may be integrated with a small group structure as previously proposed by Canon Christian Gillette.	X				
	The following proposals are NOT currently authorized by our church. If the whole church agrees that such innovations are allowable, I will consider authorizing them.					
54	“Virtual communion” (i.e., using online worship to bless bread and wine that people have at home) is NOT authorized.	X				
55	Asking people to bring their own bread to in-person worship and hold it up to be blessed is NOT authorized.	X				
56	“Drive-through communion” is NOT authorized.	X				
	MARRIAGE					

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57	Marriages may be performed with observance of authorized group size and with social distancing (except for the couple being married and other family groups). Performing the ceremony outdoors is encouraged if feasible. The State of California requires that the following persons be physically present in the same location: officiant, the two people being married, and one witness. Therefore, "Zoom" weddings where those persons are in separate places are NOT authorized.	X				
	CONFIRMATION					
58	I am not doing confirmations at this time; when larger in-person gatherings become allowable, I may schedule one or more regional confirmations to make up for confirmations missed during the stay-at-home order.	X				
	HOLY UNCTION					
59	The sacrament of holy unction may be performed in end-of-life situations by a priest who is masked and gloved, group size limits are observed, and no one present has symptoms or a diagnosis of COVID. All persons present (except those living in the same household) should be physically distanced. The priest should thoroughly wash her/his hands before and after the anointing.	X				
60	For end-of-life anointing of a person with a COVID diagnosis, in-person anointing is allowed ONLY if the hospital allows it and can provide appropriate personal protective equipment to the priest. Otherwise, you are allowed to send a nurse or other medical provider to anoint the patient with a pre-anointed cotton ball and conduct the prayers by video.	X				
	ORDINATION					

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61	I will make policies for ordination when appropriate.	X				
	RECONCILIATION					
62	A priest may lead the rite of reconciliation virtually, or in person if physical distancing is practiced, both persons are masked, and the two parties do not touch each other.	X				
	BURIALS					
63	Outdoor interments may be conducted with group size limits observed, and with all persons physically distanced. Funerals may be conducted in the church building with group size limits observed, with all persons physically distanced, with the permission of the bishop.	X				
64	Consider staggering visitation times at funerals.		X			