

Form Name: Regathering CERTIFICATION FORM  
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## Certification Form

**Description Area** Please complete and submit this form for approval.&nbsp;If you would like to view the questions in a pdf document,&nbsp;please click here.

**Name of Parish** Saint David's

**Date** Jun 24, 2020

## General Information

**1. Are you planning on allowing limited building use or in-person worship or both?** Both -- limited building use was previously approved but most of that material is repeated here for your convenience.

**2. What is the target date for your first in-person gathering?** July 19 for in-person worship (IPW)

**Comments** This date may be pushed back if training for ushers and greeters is not completed.

**3. How will you communicate your in-person gathering plan and protocols to your congregation (e.g., direct mail, newsletter, website, Facebook page, Zoom forums. etc.)?** All avenues of communication will be utilized -- Facebook, Weekly E-pistle, Monthly Newsletter, direct mail and verbal announcements during online worship as well as a FAQ booklet.

**4. How will you prepare your congregation if a second wave or a local outbreak requires a return to 'stay at home'?** All building use codicils for outside groups note this possibility and the parish itself is regularly reminded that Covid19 may resurge and require a return to a more restricted level.

**5. What training will you provide to those who will implement your plan and protocols (e.g., ushers, greeters, staff)?** Staff have already received training. Special training sessions via zoom will be offered and the trainer and Vestry Member of the Day (VMOD) will be present on-site to assist greeters and ushers.

**6. How will your parish collect contact information (e.g. name, email, and preferred phone) from all in-person gatherings? Keep in mind the need to maintain confidentiality and privacy as well as inform/educate the community.**

Outside groups using the building (AA) have been informed of the need to be able to contact those who attend their meetings and have signed documents to that effect.

Parish based gatherings will be via Signup Genius and those who present for participation in worship or other event without having signed up will sign a 'check-in' census form that can be used.

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**6 a. If someone with COVID-19 attends a meeting or a worship service at your building and you are informed after the fact, how will you communicate this information to those who may be affected?**

Outside groups are maintain their own communication distribution lists to let their attendees know (and St. David's too).

The parish will use Signup Genius and 'check-in' census form will be used to contact individuals.

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## General Building use

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<b>7. How will you ensure your physical plant is sanitized and disinfected, including doorknobs, light switches, restrooms, and other areas that people touch when they are in your buildings?</b>	Staff members have been trained on new sanitation protocols: opening, during the day, and at the end of the day. AA groups and future church groups will sanitize after their meetings using church provided sanitation materials. Each room has a 'red box' that contains cleaning materials and instructions for how to properly sanitize surfaces.
<b>8. How will you sanitize and/or restrict use of nurseries or playgrounds, if applicable?</b>	n/a
<b>9. What is your plan for access to hand sanitation stations?</b>	We have multiple hand sanitation stations in place for adults. We have wall touchless wall mounted stations along hallways and touchless table stations at intersections as well as regular hand sanitizing bottles in various locations.
<b>10. How will staff or volunteer ministers dispose of items touched by others (handouts, face coverings, gloves, etc.)?</b>	Clearly designated waste collection centers are dispersed throughout the building. In-person participants are asked to dispose of their own materials. The sexton will dispose of the contents of these every day.
<b>11. What small group gathering places will you need? Will multiple groups use that space and what are the protocols for cleaning it between uses?</b>	Multiple groups using the same space is not anticipated. Further into the year -- say in September, there may be times when a room will be used during the day by a parish based group and later that night by an AA group. In those cases each group is asked to sanitize the room after the meeting is finished using materials provided by St. David's in the 'red boxes'.
<b>12. How will you sanitize/disinfect the building should you discover that a person with COVID-19 attended a meeting or worshiped in your building?</b>	An outside vendor will be brought in to augment our regular sanitation and cleaning protocols.
<b>13. How will you communicate the parish's safety standards and procedures before people enter the building and/or while they are present at a meeting?</b>	Signs at entrances, floor markings and oral announcements will be used to inform in-person participants of requirements. Codicils to Building Use Agreements have been signed by all AA groups that use the building.
<b>14. Does your building-use agreement reflect your plan? How are non-parish groups expected to announce and enforce these standards?</b>	Each group has a set of requirements that have been distributed to them.

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## Worship

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**15. What do you estimate is your seating capacity for worship? Current State of Delaware minimum guidelines are no more than 60% of stated fire occupancy requirements incorporating the social distancing requirements.**

300 seating capacity in Nave. Although this could allow up to 160 worshipers we are restricting worship to a max of 80 participants because that is what we believe we can safely seat.

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**16. How will you anticipate and manage available worship attendance (reservation system, Eventbrite, Signup Genius, etc.) so that members can participate and guests can be accommodated without exceeding capacity limits?**

Signup Genius will be used and only 50 spaces will be allotted for each worship service. This allows us to have upwards of 30 spaces for those who are assigned roles in the liturgy (clergy, music, ushers, etc.) as well as unannounced guests.

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**17. How will you address the issue of reaching attendance capacity (either in advance or when folks show up 'at the door')? That is, how will you inform those who cannot attend because you have reached capacity? How do you welcome a last-minute visitor/guest?**

we have secured a special area in the nave for up to six unannounced guests. Said guests will be asked health screening questions because they did not agree to entrance protocols via Signup Genius.

If we run out of spaces we will invite them to return (we may even ask a parishioner to give up their seat)!

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**18. How will you respond to people in vulnerable health categories who still want to worship in-person?**

All parishioners have been encouraged to discuss their plans with their physician before returning to IPW. We encourage those in high risk categories to delay returning to IPW. Even so, we will allow them to participate should they desire to attend.

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**19. Will you health screen people who attend gatherings?**

Only those who are guests and have not implied agreement w/ restrictions because they did not reserve a space via Signup Genius.

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**19 a. How will you respond to persons who declare symptoms (e.g., fever)?**

Those with symptoms of known recent exposure to Covid19 will be asked to return at a later date.

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**19 b. What level of exposure would preclude someone from attending your gathering (e.g., exposure to someone in their household or in their workplace)?**

Known Covid19 exposure in the last 14 days at work, home, or other source is something that will make a person ineligible for IPW. We intend to blanket the community with this expectation/standard and we intend to present it as a solemn responsibility.

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**20. How will you communicate and implement seating arrangements that comply with social distancing (6 ft. radius between households)?**

Every other row of chairs will be available for worship. Moreover, we will only have one household per row -- except last rows may allow two households -- depending on numbers in each household.

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**21. What happens when someone wants 'their pew'?**

Too bad, too sad! Ushers are instructed to place worshipers where seats are available.

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<b>22. How will you ensure that everyone over the age of 13 in a church gathering is wearing a face covering?</b>	Signage will inform as will communications from the parish via regular channels of communication.
<b>22 a. How will you provide face coverings for people who forget?</b>	We will provide them for adults and children -- at the greeter's station and ushers station.
<b>22 b. How will you attend to someone who doesn't want to wear a face covering?</b>	Only those who agree to wear a face covering will be allowed to enter and/or participate in IPW or other gatherings. Those who have health concerns that preclude wearing a face covering will be redirected to online/virtual options.
<b>23. What is your plan for music, complying with the State of Delaware's minimum guidelines?</b>	only organ, piano, and guitar are allowed and no congregational singing. a duet will be allowed to sing hymns but they will be located away from one another and apart from the nave. they will be microphoned. Hymns will not be printed in the hymnal -- hymnals and other materials will not be in the nave.

**24. What are your plans for Holy Communion and distribution of the bread. See guidelines on Holy Eucharist.**

- The Ciborium (i.e., the container that holds the bread) will be filled w/ bread two or more days prior to worship by a sacristan using sanitized hands.
  - The outside of the ciborium will be sanitized immediately prior to the liturgy (sacristan, if available - if not, then the Deacon).
  - The priest will sanitize his/her hands prior to the consecration prayer.
  - The priest will touch/elevate/break only the priest's host (large host).
  - The priest will consecrate the bread in the ciborium by touching the exterior of the container (without touching the wafers until his/her hands are sanitized again (see below).
  - The priest will break the priest's host and consume bread only from that host.
    - o the remainder of the priest's host will not be given to communicants.
  - The priest will then invite people to receive the bread.
  - The priest will sanitize his/her hands immediately prior to distributing the bread.
  - The priest will carry the ciborium to the place of distribution at the head of the central aisle and in front of the altar.
  - All worshipers will approach the altar via the central aisle in a single file, spaced 6 feet apart w/ floor markings to indicate proper spacing.
  - A hand sanitation station will be in place as communicants enter the aisle in order that they can sanitize their hands immediately prior to receiving.
  - Face coverings remain on for celebrant and communicants.
  - Communicants will extend their hands and the priest will drop the wafer into the worshiper's hand without touching.
    - o If a wafer is dropped onto the floor, the Deacon will retrieve the wafer and reverently dispose of it- if the Deacon is not present then a sacristan will fulfill this function.
  - The worshipers return to their chairs via side aisles and consume the bread at their seat.
  - Special accommodation: gluten free wafers will be placed on the altar in individual sanitized containers that will be consecrated by the priest after hand sanitizing. The celebrant will place the containers on the credence table so that select parishioners can access them on their way to the altar.
  - Special accommodation: People with mobility issues will be seated nearer to front so that communion can be brought to them without passing close to other worshipers.
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**25. If you are having more than one service per day, what is your plan to protect people from potential transmission from prayer books, hymnals, Bibles, and other potentially transmitting materials currently in your pews and in the narthex? Consider removing all materials and projecting the service onto a screen or having folks print bulletins at home or view from their own devices.**

All printed materials will be removed from the nave and narthex. bulletins will be placed on every available prior to worship. by staff or ushers who have sanitized hands. Worshipers will be asked to take their bulletin out of the nave with them and dispose at waste receptacles at doorways or take home with them.

**26. If you hold multiple services, how will you ensure that proper sanitation occurs between services?**

If we have two worship services there will be sanitation during the hour between services using Ready to Use (RTU) sanitizer spray that will be applied to high touch surfaces via microfiber cloths. We will ask ushers and (greeters who are willing) to complete this task.

Special Note: Quaternary Ammonium: The sanitizing solution that we are using for high-touch surfaces is a powerful disinfectant solution that, when properly applied, kills the corona virus on surfaces in two minutes (it kills all kinds of other microscopic critters too - but that is not our focus here). This chemical is used in many hospital, restaurant, and school settings because of its effectiveness and safety (when properly diluted). We are purchasing this disinfectant RTU rather than mixing it ourselves so as to be safe for users and effective against the virus.

**27. How much time will you allow for sanitizing after those leaving the church and before others arrive. How will you maintain proper social distancing during this time?**

We will have at least 45 minutes to sanitize should we have a second worship service. the nave is divided into sections and only one person will sanitize each section.

**28. If you return to in-person worship while some parishioners are still being advised to stay at home (i.e., those 65 or older or those considered vulnerable), how will you provide worship for them?**

Even as we begin the process of returning to IPW, we are busy making sure that our virtual presence does not disappear. There will be many among us who will not be ready to return to IPW. There will also be times when IPW will not be convenient, but a parishioner will want to be a part of the Body of Christ gathered for worship (e.g., going on vacation). Moreover, we have seen increased opportunities to share God's Love and the power of Christian Community with people via online worship. People from all over the country are joining in! We do not wish to lose any of these that "God has given us."

Technical Considerations

The Rector will procure, train, and commission ministers of technology: In-house and hands on person(s) to check wi-fi, camera setup, camera operation, Facebook presence, sound systems, etc.

Also needed will be online greeters who will post worship bulletins, and welcome folks to virtual worship. Online greeters may also ask for a re-focus on worship should the chat room become politicized or distracting. Plans and estimates of cost are being explored for a top-of-the line camera, lighting, and sound system that will enable us to make the worship service accessible via the internet. Current schematics call for three cameras and 9 additional fixed lights that will enhance image quality.

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**29. If not addressed in the previous question, what are your plans to continue online liturgy after your return to in-person worship? Do you have an online plan for coffee hour, small groups, etc?**

see above

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**30. For outdoor services how will you ensure social distancing, masks and sanitation standards are met?**

not applicable to us

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## Contact and Approval

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**Phone** (302) 475-4688

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**Signature - Rector/Priest**



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**Signature - Vestry Warden**



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**Signature - Task force member**

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**Signature - The Rt. Rev. Kevin S. Brown**

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