Petition for Regathering: Epiphany Episcopal Church, Oak Hill, VA

Introduction

Epiphany Episcopal Church is located in Oak Hill, VA, in the suburbs of Northern Virginia, in Fairfax County. Known as the "Church on the Corner," Epiphany sits in the midst of a vibrant and active community, conveniently accessed by a thoroughfare that sees 60K+ commuters drive by its facility every day. In addition to supporting a congregation of over 150 households, including 220 communicants in good standing at the end of 2019, Epiphany has opened its doors to welcome other communities of faith as tenants, supports its own Preschool, and provides facility use to various groups, such as Epiphany's sponsored Boy Scout troop and the Boyle School of Dance. Average Sunday Attendance for the three months prior to the stay-at-home orders (12/8/2019 - 3/08/2020) is 129. Since live streaming began in March 2020, Epiphany's services have been viewed over 2170 times, with an average of 101 views for each Sunday 10 AM worship service.

Intentions for Regathering

Epiphany recently celebrated the retirement of its beloved rector, Rev. Hillary West, and is in the beginning stages of discernment and search for a new rector. Epiphany has both a strong, involved, and active vestry and a professional and dedicated staff that have been able to transition to regular weekly online worship services, as well as a monthly Celtic service. Sunday School, youth groups, Women's Bible Study, a book club and ministry meetings have moved to the virtual world. Involvement continues at a slightly lower level than during building occupancy, with the recognition that involvement also typically declines during the summer months. New offerings have been added to the calendar to include two "Stronger Together" weekly online gatherings, one for adults and one for parents, to allow members of the church to come together during this time of physical isolation. Many of our congregation members seek a return to our welcoming facility as soon as circumstances permit.

Epiphany surveyed its membership in June and the results show that of the 57 household responses:

- 1. All have attended at least one online Sunday service.
- 2. 19 Households have stated they are not yet comfortable in attending a gathering at the church.
- 3. 38 have expressed interest in personally attending one or more of the following services:
 - a. Sunday 10 AM worship
 - b. Monthly Sunday 5:30 PM Celtic
 - c. Drive-in Prayer (held in parking lot, where attendees stay in vehicles that are distanced)

Epiphany respects the need for its tenants to also be allowed to regather. This petition includes details for Epiphany's partner organizations as we are committed to regathering safely for all involved.

Epiphany's approach will be to regather at a slow and steady pace, making sure that safety protocols and procedures are in place first, followed by welcoming small groups of parishioners to attend in person. Epiphany is currently working to transition from pre-recorded to live worship services streamed on Sundays at 10 AM. Once the technology is in place for live-streaming, the worship team and ushers will work to pilot the protocols and procedures prior to opening limited attendance to the larger congregation. This slow and methodical approach will allow Epiphany to make any necessary adjustments as we move forward toward this new style of attending church.

Public Health Markers

Current information for Fairfax County cases is published <u>here</u>, including a case trajectory chart. Cases in Epiphany's Oak Hill area (Zip code 20171) are relatively low, with 340 cases out of 45,887 population (as of July 27, 2020). County-by county data for Virginia is available <u>here</u>.

From Fairfax County website <u>5 things to know about COVID-19 response</u> (accessed 7/21/2020) "Lower Rates of Disease Transmission: There's a continued decline in new cases [in Fairfax County] – from an average of 300 new cases per day at peak to about 60-70 a day now, a decrease of about 80%. Even as Northern Virginia has transitioned from Phase 1 to Phase 2, there's not been a rebound of cases to date. The proportion of positive viral tests has also decreased from 11.4% in early June to about 6.0% now. Health Department officials stressed that residents must remain diligent with health actions, particularly as we enter Phase 3."

The Regathering Plan

This plan outlines the requirements, as listed in Guidelines and Parameters for Regathering – Phase II.

The Facility

Refer to Appendix A. The Facility for floor plans. *Link to floor plan (included in the Evacuation Plan)*

The Nave contains 5138 square feet. Capacity approved by the Fairfax County Fire Marshall is 600.

Epiphany is fortunate to have individual chairs in its worship space that can be placed to meet any configuration needed to safely seat households together, while maintaining physical distance between households. The initial configuration will include a separation of 8-10 feet between household clusters. As Epiphany begins to regather, household clusters will be assigned to families for seating in the same section each week. Ushers will seat families in such a manner as to remain physically distant from those already seated (ex. front and center seated first). Initial attendance will be limited to 30 individuals, gradually expanding attendance while maintaining the designated physical distance between households.

For any group or individual who plans to enter the building:

- Communication will include the directive that no one who feels ill, whether or not they are diagnosed with COVID-19, should come to church.
- Masks or face coverings will be worn at all times with only the following exception during worship services:
 - The celebrant or officiant and lectors may remove masks briefly when they speak but must put the masks back on after they are done speaking.
- Good hygiene practices will be encouraged through signage.
- Signage will be displayed to remain physically distant and to remind attendees that there will NOT be any physical contact with those who are not household members.
- Strong sanitation practices will be followed, as the Sexton will be trained in cleaning requirements for worship space.

Worship Services

During Phase II, Epiphany proposes to welcome a limited number of parishioners on-premises for the 10 AM Sunday service only, which will continue to be live-streamed. During this service, the following protocols will be in place:

- Epiphany will use SignUp Genius to take reservations for the Sunday 10 am service and will have two ushers to help check people in and observe seating protocols. If parishioners are unable to use SignUp Genius, we will ask them to phone in their request, which will be entered by a staff member.
- Separate entrances and exits will be identified with prominent signage.
 - Entry for Epiphany congregation members will be through Entrance 1
 - Exit will be through the door behind the chapel, emptying onto the sidewalk to encourage that any conversations be held outdoors in the parking lot.
- Ushers will be trained to guide parishioners to assigned seating based on reservations.
- The Eucharist will not be distributed to the congregation. It will be the priest's choice whether or not the priest will consume the bread. Spiritual communion for all is acceptable.
- There will be no congregational singing. The choir will continue to pre-record songs and hymns that will be incorporated into the services. The pianist will play instrumental pieces.
 - Responses normally sung during worship will be spoken.
- Pew books have been removed and one-time use bulletins will be provided.

Communication

Epiphany continues to provide information to parishioners through a weekly electronic newsletter. Communication concerning protocols will be posted on Epiphany's website and distributed via email through the electronic newsletter, as well as on the Signup Genius reservation web page. Information is also regularly posted on the EpiphanyEC.org website and on social media sites (FaceBook, YouTube). These channels will continue to be used as the COVID-19 situation changes. Within the building, there will be clear signage for the entrance and exits, reminders not to enter if feeling ill and listing COVID symptoms, notice of our mask policy, reminders of proper hand washing and keeping physical distance, and signs for our hand sanitation stations.

- 2 large foam board "Do Not Enter if..." COVID symptoms
- All restrooms Please wash your hands
- Front doors Enter here
- Exit doors Exit here
- Please wear a mask front doors not propped open
- No hugging on columns in worship space
- Cry Room & gathering space (both ends) Do Not Enter
- Water fountains are out of service

Partner Ministries and Organizations

Epiphany Preschool (Appendix B)

Parents have indicated great interest in attending preschool, given that fewer preschool facilities are projected to be available in Fall 2020 and it is recognized that social interaction is necessary for the development of young children. Epiphany's preschool program is actively planning for physical distancing during preschool activities and has determined how many children can safely be allowed to attend preschool. First day of school is scheduled for Wednesday, September 23, 2020.

New Hope Baptist Church (Appendix C)

New Hope Baptist Church is a long-term rent-paying partner with a five-year occupancy license that was approved in 2018 by Epiphany and the Diocese of Virginia. While the New Hope congregation has been streaming their services during the stay-at-home orders, it is also interested in returning to in-person services in the Great Hall and to holding its youth services in the second floor classroom area. New Hope's use of selected rooms during the week will be managed through room deconfliction.

Northern Virginia Church of Christ

This group meets in the Great Hall on Saturday evenings, along with several conference rooms and classrooms. We have been informed that this group does not intend to meet in person before Fall 2020.

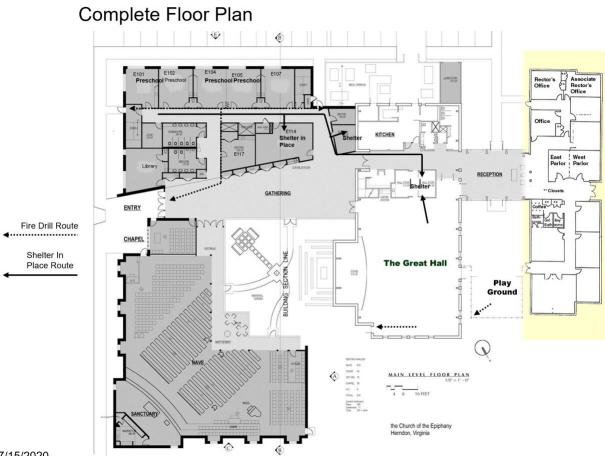
Boyle School

This organization has been renting the Great Hall facility on Saturday mornings through early afternoon, when building use is lighter. The school is interested in resuming its use of the Great Hall and has developed a plan for maintaining physical distance between dancers. Waivers will be signed by parents attesting that their child is fever free. The staff will wear face shields so that the children can see their faces.

Boy Scout Troop 1257

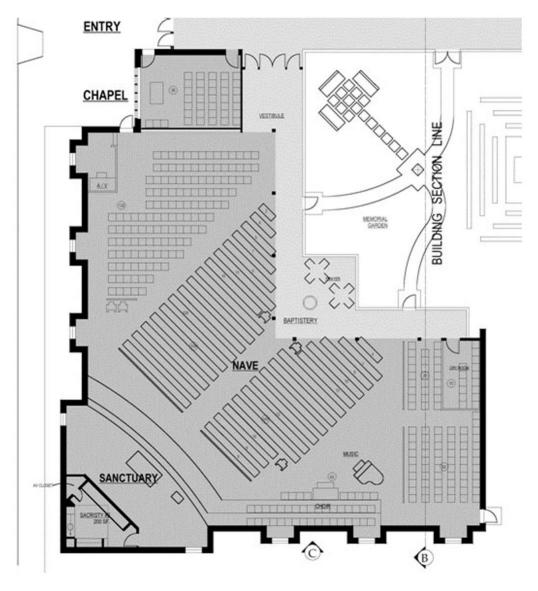
Per Boy Scout policy, in person meetings are dependent on local community guidelines and implementing safe meeting practices. <u>Restarting Checklist - Boy Scouts</u> provides safety procedures. Meetings are usually held monthly on a weekday evening in the Gathering Space and in room 130, with occasional events held in the Great Hall. The Boy Scouts have expressed interest in returning to the building and are willing to work with Epiphany to limit building usage as a means to control necessary sanitization.

Appendix A. The Floor Plan

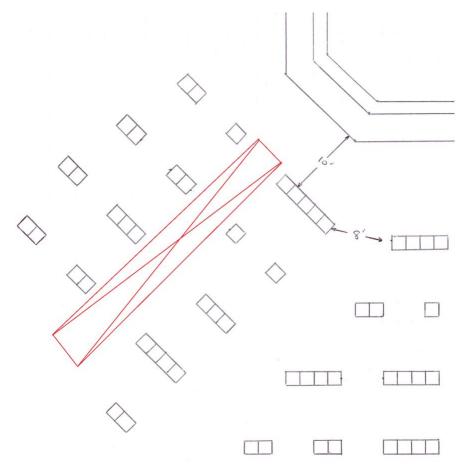


7/15/2020

Nave



Example of possible configuration. Actual configuration will be dependent on weekly reservations from potential attendees. The center aisle is the location of the recording equipment and is blocked off as a pathway.



Appendix B. Usher/Greeting Training & Guidelines

- Hygiene stations with hand sanitizer, face masks, and gloves will be posted at entrance #1 and in high-traffic areas of the church campus. All congregants over the age of two years will be required to wear a facemask. If someone arrives without one, one will be offered from the hygiene station.
- Ushers will remind parishioners there is to be no physical touch while greeting others.
 Exchanging the two-finger 'peace' sign will be encouraged during the exchange of Peace.
- 3. One-time use service bulletins will be placed in stand for touch-free distribution. Recycle bins will be placed at Sanctuary exits.
- 4. The offertory plate will be located at the back of the Sanctuary on the Offertory Table.
- 5. Before worship, building and Sanctuary entrance doors will be propped open whenever possible.
- 6. Ushers will guide people (while physically distancing) to available seats, keeping in mind the size of the household. Attendees fill in available spaces from front to back when they enter, and from back to front as they exit, always maintaining the six-foot distance in all directions. See Appendix A: The Floor Plan.
- 7. Ushers will check-in arriving congregants using the Sign-In Genius reservation list for the service.
- 8. Several clusters of chairs in back row of seating in the nave will be reserved for a non-registered household who arrives for worship.
- 9. Ushers will keep track of the number of congregants to ensure maximum capacity of 30 initially, and then 50, is not violated.
- 10. Ushers will ask people displaying symptomatic behavior to leave.
- 11. Ushers will ensure all congregants are wearing face masks, and if they do not have face masks offer them one.
- 12. Hearing Assistance devices have been sanitized and stored at the sound booth. If a congregant wishes to use one, please escort that person to the sound booth and issue a particular device to the congregant by creating a label for the device with that person's name. The congregant will then be expected to use the same device each time.
- 13. No guest name tags will be made available. The name tag board will be temporarily moved out of public reach until further notice. Access to the nametag board will be restricted to Ushers/Greeters and clergy/staff. If someone would like their nametag, that person will need to ask for assistance from an Usher/Greeter. Once retrieved, the congregant will be responsible for keeping the name tag until restrictions are lifted.

Appendix C. Sexton Training & Cleaning Protocols

Preparation Before Phase II Regathering

- Thoroughly sanitize upstairs of the campus building
- In the Gathering Space:
 - Remove round tables and chairs and literature tables.
 - Designate the Gathering Space restrooms for congregant use (mark off every other sink, toilet stall, and urinal to promote physical distancing).
 - In the hallway leading to restrooms, tape off water fountain.
- In the Narthex and Nave:
 - Remove nametags, Guest Book, children's activity bags.
 - Move listening assistance devices to the sound booth.
 - Remove all pew literature, welcome cards, giving cards, and pencils.

Sunday Morning Sanitation Protocols for Phase II

Touch surfaces to be disinfected before and after each Sunday service:

- Gathering Space and Restrooms:
 - Light switches
 - Door handles and push plates
 - Table tops and Usher table
 - Stall doors (for operational stalls)
 - Toilets handles (for operational toilets)
 - Sinks and faucet handles (for operational sinks)
 - Baby changing tray
- Sanctuary:
 - o Light switches
 - o Door handles and push plates
 - Wood top of chairs
 - Lectern and pulpit
 - Offertory table
 - Baby changing tray

Weekday Sanitation Protocols for Phase II

- Each staff person is responsible for wiping down all commonly-touched surfaces of his/her individual workspace with disinfectant cleaner after each day worked in the office.
- Sexton will be responsible for wiping down all commonly-touched surfaces of the following spaces with disinfectant cleaner at the end of each day worked: Gathering Space, Nave, Front Office, restrooms (if not a regularly scheduled cleaning day), Great Hall, and Kitchen (if used that day).

Appendix D. Epiphany Preschool

Epiphany Preschool

Monday – Friday, 9am – 1pm, children ages 2 1/2 - 5

6 classrooms, 3 with bathrooms, 4 with sinks

Mon/Tu/Wed – 6 classes

Thursday – 4 classes

Friday – 2 classes

No classroom spaces are shared

Classroom	Square Footage	Age Group	Maximum Number of Children* *Following Licensing and CDC guidelines	Number of Adults	Bathroom
101	374'	3	10	2	hall bath
102/104	765'	4	12	2	class bath
105	349'	2 1⁄2	8	2	class bath
107	360'	3	10	2	hall bath
201/202	799'	4	12	2	upstairs hall bath
204	388'	4	8	2	upstairs hall bath

COVID Procedures

Arrival	Previous	Fall Opening
	All children arrive at the same time. Parents park, bring their child to the classroom and sign them in.	Arrival times are staggered, route is marked in the parking lot for parents to follow. Each car stops at two marked stations. The first is to record temperatures, ask COVID questionnaires, and sign in. The second is where the child is removed from the car and taken to the classroom by the preschool staff.
Lunch	Children bring their lunch from home in a reusable container. Lunch is served in a communal space.	Children bring lunches in a disposable brown paper bag. Reusable water bottles only. Children eat lunch in classrooms. Lunch may be offered in groups if table space does not meet social distancing requirements.
Playground	Classes play for 15 minutes independently and 15 minutes with another class daily.	Each class plays independently for 30 minutes daily; Twos play twice daily. Playground is sterilized in between classes daily. When playing indoors is necessary, toys will be limited and/or children will play in classroom space.
Dismissal	All children are picked up at the same time. Parents park and walk to the classroom to pick up their child and sign them out.	Pick up times are staggered. Children are brought to their parent's car using a pick-up line. One adult is outdoors and communicates with staff indoors using a walkie talkie alerting when a parent has arrived. (Preschool staff will not buckle children into car seats.)

Toy Usage	Classroom toys are used by all children, anytime.	Classroom toy usage is determined by preschool staff. Toys are sorted using trays, marked spaces on carpet and floors, and bins. Toys are sterilized daily.
Material Usage	Children share crayons, markers, scissors, glue, play dough etc	Each child has his own set of labeled tools: markers, crayons, scissors, pencils, glue, play dough etc

Class	Enter/Exit	Arrival Time	Pick Up Time
Whales Room 201/202	Front emergency exit	9:00 - 9:10	12:30 – 12:40
Guppies Room 105	Door #1, right side	9:00 – 9:10	12:30 - 12:40
Sea Horses Room 107	Door #1, center	9:10 – 9:20	12:40 - 12:50
Penguins Room 204	Front emergency exit	9:10 – 9:20	12:40 - 12:50
Starfish Room 101	Front emergency exit	9:20 – 9:30	1:00 - 1:10
Dolphins Room 102/104	Door #1, left side	9:20 - 9:30	1:00 - 1:10

Staff

- Staff will enter using the side grey door.
- Temperatures will be taken and recorded; questionnaires will be asked before staff can proceed to their classroom.
- Staff wash hands upon entering the building and before leaving.
- Masks will be worn while children are present.

- Staff receive training on COVID symptoms and preventative measures.
- Staff receive additional training on cleaning and disinfection processes.

Children

- Children's temperatures are taken and recorded before they can enter the building and prior to dismissal.
- Children wash hands routinely upon arrival, after bathroom use, before and after lunch, before and after playground use and following any contact with bodily fluid.
- Children experiencing COVID or other unhealthy symptoms may not attend school.

Parents

- Families agree to sign Epiphany's COVID waiver each week.
- Families agree to be forthcoming with the details about their child's current health condition.
- If possible, the same designated adult accompanies the child to school daily.
- Families communicate with teachers via email or phone.

Toys

- Toys that cannot be washed are not used.
- Children may not bring toys from home.

Cleaning Procedures

- Staff have access to disposable gloves and hand sanitizer and use as needed.
- High-touch surfaces disinfected routinely. (Door handles, light switches, classroom sinks and faucets.)
- Tables, chairs, toys, door handles are deep cleaned at the end of each day by Preschool staff.
- Floors and bathrooms are cleaned daily by the Church custodial staff.
- Preschool staff cleans staircase banisters after each use.
- Bathrooms are cleaned between classes by Preschool staff. (Toilet seats and flushers, stall handles, sinks, faucets and handles, door handles and light switches.)
- Playground is sprayed between classes.

Epiphany Preschool Agreement - Please read and sign below

I understand the following:

During Epiphany Preschool hours, I will NOT be permitted to enter the building beyond the designated drop-off and pick-up areas.

To attend preschool, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the class. I will be contacted, and my child must be picked up within 20 minutes of being notified. Symptoms include fever of 100.4 degrees Fahrenheit or higher, dry cough, shortness of breath, chills, sore throat, and loss of taste or smell. Your child will need to be symptom free without any medications for 48 to 72 hours and have a doctor's note indicating your child is healthy before returning to school.

My child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and soap for at least 20 seconds.

While present at Epiphany my child will be in contact with people who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by people who are asymptomatic and/or before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined here.

I certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by Epiphany will result in termination of services. I acknowledge that care for my child will be terminated if it is determined that my actions, or lack of action unnecessarily exposes another child, their family member, or an employee of Epiphany.

Child's Name: _____

Date of Birth:	
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Parent's Name:

Parent Signature: _____ Date:

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Appendix E. New Hope Baptist Church

NHBC Reopening Guidelines

Our in-person service will be conducted according to the following requirements using guidelines from (CDC, VA Dept of Health, and VA Governor's Guidelines.

Mandatory requirements/notification for the congregation for physical re-gathering in religious services.

- NHBC will take sign-up/RSVP before the service and the number of occupants will be no more than 48 people in the service based on the measurement below.
- NHBC plans to start with 35 occupants including worship preparation team on 8/02 then gradually increase up to the max 48 occupants).
- Sign-up sheets are required for those wanted to attend in-person service. This will allow NHBC to safely monitor space and best service our congregation with tracking.
- No children/youth services
- Discourage senior (65 years old or older) attendance
- Persons attending services must wear a face mask at all times.
- Online worship services to continue for the rest of congregations and seniors worshipping remotely.
- Those who have a fever, symptoms of COVID-19, known exposure to a COVID-19 case (within 14 days of contact), or have been traveling (within the past 14 days) are asked to stay at home and will not be permitted into the building.

Building Access / exit control and worship schedule

- Entry/Exits will be marked. NHBC will ask congregations to enter with a designated 'Entry/Exit' door as shown in the attached map. It will be one-way traffic flow.
- Temperatures will be taken at the door and members must be less than 100.4 Degrees.
- Chairs will be seated 6ft apart (front, back, side to side) at all times and members must practice social distancing throughout (family members may be seated together). See attachment photos below resulting in maximum occupancy of 48.

Emergency Response

NHBC in-person service emergency plan will come into place in the following cases (a) if a COVID-19 positive person was present in the service and/or (b) a person was present in the service and has previously (within 14 days) come in contact with a COVID-19 positive person. NHBC will notify EEC and its congregations immediately and follow the guidance from EEC to resolve the matter.

• Pastor, Worship leader and Worship team will be conducting services on the stage maintaining 6 feet social distancing. There will be no congregational singing. There will be 15 ft separation between worship team and the first row of the congregation

- No offering basket passed around
- No shared meal or food distribution / No scheduled fellowship time before or after the services
- Great hall Exits/Exiting route left open without chair arrangement
- Hand sanitizing stations and masks will be provided throughout the building (particularly at the main entrance and our worship room entrance points).
- Bathroom occupancy will be at max 2 members at a time. Washing hands with soap and water after using the bathroom is a mandatory hygiene for all members.
- No bulletins distributed
- Cleaning and disinfection of frequent contact surfaces (door knobs, chairs, equipment, etc.) will be conducted before and after the service.

NHBC Re-gather plan to begin as Epiphany begins its regathering - No cafeteria use, no food distribution - No children/youth group physical services - No singing by congregation - With social distancing rules in place per EEC guidelines, CDC, and VA guidelines, max occupancy of 48 expected with movable chairs and floor markings as shown in the attached photos by furniture at the Great hall entry.

Appendix F. Boy Scout Troop 1257

	Troop Requirements for ALL Events	:
Gating Requirements:	Baseline Requirements:	Day of Event Requirements:
 Check current rules and regulations of Forward Virginia and Fairfax County Number of participants Duration of activity Location of activity Verify with and receive confirmation from Scoutmaster to hold event. 	 Hygiene Supplies – must ensure have sufficient hygiene supplies, including but limited to hand sanitizer, hand soap, paper towels, water, and disinfectant spray or wipes Social Distancing – establish social distancing protocols for the site and event Prescreening – all participants advised of troop prescreening requirements. 	 Hygiene supplies on site Disinfecting wipes, soap and water, or similar disinfectant readily available Equipment that must be shared should be disinfected before and after each use. Where possible, assign activity-related protective equipment for the duration of an event to a single individual.
If above are satisfied, then move to Baseline Requirements.	 4. Communications - All participants must be advised of the risks of participating since COVID-19 exposure cannot be eliminated. All parents and youth must be advised that BSA recommends that no one in the higher-risk category take part in person. Anyone who feels sick must stay home. Anyone who takes part should avoid contact with higher-risk individuals for 14 days after the event If above are satisfied, the move to Day of Event 	 Effective handwashing before and after each program area use. Verify restroom locations Face coverings for all participants; extras available Conduct screening upon arrival: Collect prescreening forms Ask screening questions (daily if multi-day event) Temperature checks (daily if multi-day event) If scout shows symptoms at morning check, initiate Troop quarantine plan; event will terminate immediately.
	Otherwise cannot hold event.	If above are satisfied, then event can proceed with participants. Otherwise cannot hold event OR scout may not attend.

Troop 1257 Event Screening Questionnaire:

You MUST stay home if:

- You feel ill;
- •



You or a household member are awaiting COVID-19 test results; OR You or a household member tested POSITIVE or is presumptively positive for COVID-19 **AND** currently under the care and treatment of • a physician.

Wellness Questions			
Ask	If the response is	Then the person will be	
Question 1	Yes	Participant must return home.	
Do you feel ill or have you taken any medication today for the purpose of reducing a fever?	No	Ask Question 2.	
Question 2 Are you or anyone in your household awaiting test results for COVID-19 due to suspected	Yes	Participant must return home.	
exposure or COVID-19 symptoms?	No	Ask Question 3.	
Question 3	Yes	Participant must return home.	
You or a household member tested POSITIVE or is presumptively positive for COVID-19 AND currently under the care and treatment of a physician.	No	Ask Question 4.	
Question 4	Yes	Participant must return home.	
Do you have any of the following:			
 Shortness of breath, new or worsening dry cough, flu-like symptoms, vomiting diarrhea 	No	Ask Question 5.	
Question 5	Yes to TWO or more	Participant must return home.	
 Do you have any of the following: Cough, unexplained extreme fatigue or muscle aches, rash, sore throat, open sore 	No	Asked to consent to temperature screening.	

Temperature Screening			
If the person	If the result is	The person will be	
	Temperature below 100.4 $^\circ\mathrm{F}$	Provided a wristband reflecting authorized participation. The wristband must be worn at all times.	
Consents to temperature screening			
	Temperature above 100.4 °F	Participant must return home.	
Does NOT consent to temperature screening	N/A	Participant must return home.	

Revised: June 16, 2020