**Nativity Regathering Plan (updated 5.16.21)**

Name of Congregation: Episcopal Church of the Nativity

Address of Congregation: 333 Ellen Dr. San Rafael, CA 94903

Congregation Website: nativityonthehill.org

Contact Phone: 415-479-7023

Contact email: nativityonthehill@gmail.com

Name of Regathering Team Leader: The Rev. Kirsten Snow Spalding

 Cell phone: 510-207-6346 Email: kss@well.com

Approved by Vestry: May 16, 2021

**Description of gathering spaces:**

* + Outdoor altar at the south end of our parking lot.
	+ Labyrinth on the south east side of our parking lot.
	+ Patio on the east side of our sanctuary.
	+ Patio in front of church doors
	+ Sanctuary (seats 125 at full capacity, 60 at 6-foot social distance).
	+ Two Offices
	+ Rector’s office (seats 12 at full capacity 4 at 6-foot social distance).
	+ Staff office (seats four at full capacity, 2 at 6-foot social distance)
	+ Kitchen (seats 25 at full capacity, and 8 at 6-foot social distance.)
	+ Owl Room—meeting space (seats 12 at full capacity 6 at six-foot social distance).
	+ Playground—25 capacity, 6 at 6-foot social distance)
	+ Bathrooms (men’s’ and women’s’—2 stalls each).
	+ Upper rooms (currently rented to clergy tenant, not available for public use).
	+ Rector’s garden (4 seated at full capacity, 3 at 6-foot social distance).
	+ Sacristy and choir room (4 seated at full capacity, 2 at six-foot social distance).

**Description of regathering preparations, maintenance protocols, and worship**

The following plan considers both the California guidelines and <https://covid19.ca.gov/industry-guidance/#worship> and those from Bishop Marc <https://diocal.org/diocesan-regathering-plan#es>

**Supplies**

* Kitchen cleaning supplies will be made available on the kitchen counter—disinfectant wipes for tables and chairs.
* Bathroom cleaning supplies will be placed on bathroom sinks and toilet tanks with instructions to wipe down all surfaces. Hand soap will be available at all six church sinks.
* Worship space cleaning supplies (disinfectant wipes) will be maintained by altar guild and kept in the sacristy and available for worship.
* Office cleaning supplies (disinfectant wipes) will be maintained by office staff and kept on the two desks.
* Owl room cleaning supplies (disinfectant wipes) will be maintained by office staff and kept in the Owl Room.

**Cleaning Protocols**

* We currently have bi-weekly cleaning. When we resume indoor gatherings, this cleaning will be increased to weekly cleaning with an emphasis on bleaching of kitchen and bathroom surfaces and consistent disinfecting of all meeting room tables, office surfaces, sacristy tables, altars, door handles, telephones, piano, organ and lecterns.
* Cleaning protocols will be communicated to all groups on the Nativity calendar—12 step groups, prayer groups, office staff, meetings, worship committees, altar guild, clergy tenant. All surfaces touched by gathering groups will be cleaned at the conclusion of the gathering (tables, piano, microphones, lecterns).

 **Personal Hygiene & Wellness Practices:**

* Nativity COVID19 Protocol will be distributed in the weekly on-line bulletin, on the Nativity website, in the printed bulletin and by ushers who greet people.
* Disposable masks and hand sanitizers will be available from worship leaders at any service and in the kitchen, the sacristy and the office.

**Ventilation:**

* Worshipping outside is a possibility on our parking lot, labyrinth and patios. We are currently using our front door patio space for Sunday worship and will also consider parking lot worship if the wind is not too high.
* When we resume indoor worship or meetings, we have two side doors and front door that open directly to the outside for external ventilation. We also have two doors that open to internal hallways providing additional air circulation.

**Physical distancing for staff and congregation:**

* For outside worship, we will set the chairs at six-foot distance between family groups and single participants and mark the spots on the patio or parking lot to maintain the spacing.
* Worship participants and external groups who will use our indoor spaces, will socially distance in gathering spaces, the kitchen and bathrooms.

**Worship practices:** (<https://diocal.org/covid-19-advisories>)

* + We will hold hybrid 10 a.m. Sunday Service by livestream (with a 10 member or less altar party) and outdoors for the time being. The vestry will continue to monitor the COVID19 tier in Marin County, the State advisories, and the comfort level of the congregation to determine when to begin hybrid indoor worship.
	+ Our organist, soloists and choir will lead singing masked with social distance from other members of the altar party for outdoor worship.

* We will continue to encourage mail-in pledges or website giving and have a stationary offering plate.
* Bulletins are available for worship online and single use bulletins are available for in-person worship.

**Altar Guild**

* Nativity COVID19 Protocol will be distributed to altar guild and posted in the Sacristy. Altar Guild chair will revise the Altar Guild book to include COVID 19 cleaning and set up changes.

**Children & Youth:**

* Children will be incorporated into Second Sunday Hybrid Family Service at 10. This service will be led by The Rev. Lynn Oldham Robinett and her young adult children (a family group). Other youth will be incorporated as readers in the hybrid worship. All masking and social distancing requirements apply to children.

**Coffee hours and other shared meals**

* In the next regathering phase there will be no family-style or buffet food shared from common serving platters. Coffee hour, soup suppers, post-worship luncheons, may be offered with food or drink in single serve containers. All food will be consumed outside.

**Ministry with the Vulnerable & Homebound**

* Nativity leads the Street Chaplaincy Tuesday night dinner served in the parking lot at First Presbyterian Church on 4th Street in San Rafael. All of the health department protocols and protocols of First Pres will be followed as the regathering plans progress.
* Homebound and vulnerable parish members are ministered by Zoom and Facetime calls. The priest or deacon may make one-on-one visits with a mask if the visit can occur outdoors at a social distance or all participants are fully vaccinated. Care packages of meals, flowers, notes are sent or dropped on doorsteps without contact from the Pastoral Care Committee.

**Finance and office procedures:**

* Treasurer, Bookkeeper, Assistant Treasurer, Rector, and Office Manager will share the office computer wiping it and the desk down between visits. The office staff (above) will schedule their time in the office so that they do not overlap—only one person on site at a time.
* All banking and bookkeeping procedures have moved to online systems.

**Church meetings:**

* Vestry meetings will continue virtually until we resume indoor worship.
* Formation classes will continue to meet virtually (confirmation preparation, Bible Study, Sacred Ground).
* Staff meetings will continue virtually.
* Finance committee will meet virtually.

**Outside groups wanting to use church’s facilities (in accordance with all above decisions):**

* 12 step groups and 4th Day groups will be allowed to meet outside or inside following the cleaning, social distancing and contact tracing protocols.
* One-time users will be informed of the cleaning, social distancing and contact tracing protocols.
* Nativity COVID19 Protocol will be posted, mailed and emailed and explained by phone to all church rentals.

**Nativity COVID19 Protocol**

Effective May 17, 2021

Gathering on our grounds and in our buildings is guided by diocesan policy as well as state, county, and city guidelines. The gathering guidelines apply to all Nativity functions and all outside groups using church grounds and building.

1. Gathering Protocols

*Self-Screen:*

In the last two weeks, have you been in close contact with someone who has COVID-19? —excluding people who have had COVID-19 within the past 3 months.

Have you received a positive COVID test within the past 14 days?

Are you feeling sick—feverish, short of breath, nauseous today? Any participant who has symptoms of any kind will be directed to leave the premises and seek medical attention.

Touchless thermometer is available for fever checks.

*Contact tracing:*

 All activities shall maintain the Nativity contact log with names, addresses and emails of all participants on a daily basis. If the responsible person for the activity becomes aware of a COVID-19 case or exposure for a participant in the activity, they will notify Nativity and follow County guidelines for outreach to the County and all participants.

*Cleaning:*

The leader of each activity will be responsible for supporting cleaning protocols—wiping down with disinfectant wipes all surfaces used and men’s and women’s restroom sinks.

*Masks and hand sanitizer:*

All people gathered will wear masks on the premises. Speakers who are leading meetings or worship must wear face shields or masks when they are speaking or singing. Spare clean masks (in sealed packages or clean laundry box) will be available to participants before each worship service. Outside groups will be required to ensure that all participants bring their own masks or have spare masks available.

All participants in worship or any meeting will be required to use hand sanitizer before entering the premises.

1. Gathering size and spacing-- 50% capacity for outdoor or indoor spaces as follows:
	* Outdoor altar at the south end of our parking lot. 50% = 100 people.
	* Labyrinth on the south east side of our parking lot. 50% = 10 people.
	* Patio on the south side of our sanctuary. 50% = 50 people.
	* Patio in front of church doors. 50% = 50 people.
	* Sanctuary. 50% = 75 people.
	* Rector’s office. 12 at full capacity 4 at 6-foot social distance.
	* Staff office. 4 at full capacity, 2 at 6-foot social distance.
	* Kitchen. 25 at full capacity, and 8 at 6-foot social distance.
	* Owl Room. 12 at full capacity 6 at six-foot social distance.
	* Playground. 25 capacity, 6 at 6-foot social distance.
	* Bathrooms. 2 stalls each.
	* Upper rooms. Currently rented to clergy tenant, not available for public use.
	* Rector’s garden. 4 seated at full capacity, 3 at 6-foot social distance.
	* Sacristy and choir room. 4 seated at full capacity, 2 at six-foot social distance.

All gatherings will ensure 6-foot distance between family groups at all times. Positions of chairs (if utilized) will be marked with painters (removable) tape on patios, parking lot or in the sanctuary.

1. Food

There will be no family-style or buffet food shared from common serving platters. Coffee hour, soup suppers, post-worship luncheons, may be offered with food or drink in single serve containers. All food will be consumed outside. If tables are used, they will be cleaned immediately after use as required by the cleaning protocol.

1. Worship Protocols

Worship bulletins for all services will be provided online (for kindle or tablet use) or made available with single-use paper bulletins.

The collection plate will be placed in a place for touchless donation and online pledge payments (or mail in pledges) are encouraged.

There will be no distribution of consecrated bread and wine with shared vessels. Individual communion kits will be made available for those participating in in-person worship.

1. Acknowledgement

I have read the Nativity Regathering Plan and Nativity COVID19 Protocol above and agree to follow all of listed practices.

Activity: Date (or ongoing dates):\_\_\_\_\_\_\_\_\_\_

Name of leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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