

*Ongoing Reopening Plan in response to COVID-19  
St. Stephens Episcopal Church, Olean, NY  
Worship (coordinated with Bethany Lutheran Church)*

*Phase One - May/June Zoom Worship Only  
(join worship for St. Stephens and Bethany Lutheran Church)*

*Phase Two – July/August Parking Lot Service and Zoom Worship  
(joint worship with St. Stephens and Bethany Lutheran Church worshipping together)  
Starting Sunday July 5<sup>th</sup>, worship services will be held in the Parking Lot of Bethany Lutheran Church with use of a radio transmitter so that worship can be heard on the radio in each person/family vehicle. Service Bulletins and pre-packaged communion will be distributed by ushers, wearing masks and gloves, at the entrance to the parking area. The worship service itself will be broadcast from outside in the front of the Church under an overhang area and in front of the parked vehicles. Music will be broadcast from inside of the church, by musicians who are masked and practicing social distancing.  
For those not comfortable coming out to the parking area, the worship services will be provided via Zoom.*

*Phase Three – August addition of Fellowship outside on the lawn.  
Since the rate of infection and number of cases in Cattaraugus County have remain very low, following the worship service and with weather permitting, those willing to wear masks and practice social distancing, can meet outside on the side lawn for a short period of fellowship time following the service.*

*Phase Four – Beginning on Sunday, September 13<sup>th</sup> Return to worship in Church Facility  
(St. Stephens and Bethany Lutheran Churches returning to worship in their respective Churches.).  
The following conditions will be put into place for these services:*

- St Stephens Church, due to the nature of the Church proper and its lack of any air filtration system and inability to open windows to increase air flow during worship will not be used.*
- Worship Services will be held in the Ashton Parish Hall, where there is an ability to open windows for ventilation and air flow, and where we can better place seating for appropriate social distancing and control of entrances and exits from the building.*
- For any persons not feeling comfortable at this time with in-facility worship, Zoom worship will continue to be available at the 9:30 am Sunday service.*
- Two services will be offered to allow for smaller number of people at each service and appropriate social distancing. There will be a Sunday morning service at 9:30 am and a Wednesday afternoon service at 1:00 pm. Congregation members will be asked to indicate a permanent status at either service or call weekly by Tuesday noon to reserve a spot at either service.*

- *The Ashton Parish Hall's current capacity for seating is 118 persons. With appropriate social distancing, we believe that we can accommodate 36 persons at each service. We will take reservations for up to 30 persons for each service with an additional seating reserved for 5 visitors or walk ins. The average Sunday attendance prior to the pandemic was between 48 to 55 depending on the season. As such, we believe that the current arrangement will accommodate the needs of the congregation. If we find attendance to be higher than estimated, we will add an additional service.*
- *The Aston Parish Hall currently contains the children's educational/play area. Currently, this area will be cleaned out of all the toys and resources, which will be stored away until it is safe for them to be used and shared by the children again. The children's smaller seating will remain there and be cleaned and disinfected should the chairs and/or area be used during worship services. Older Children will be encouraged to sit with parents.*
- *All persons attending worship services will be required to sign in an attendance register for contact tracing if the need arises. They will be greeted by ushers wearing masks and gloves, given packaged communion and seated by family. Hand sanitizer will be available upon entrance to the facility and throughout the worship space. Family members who live in the same household or who have had continued contact through the pandemic will be allowed to sit together for worship services. Seating will be arranged for there to be 6 feet distance between households or persons.*
- *All persons will be required to wear masks during the worship service.*
- *There will be no singing, only instrumental music during worship services. Musicians will be placed in a stage area more than 12 feet away from the area where congregants will be seated.*
- *All Bathroom facilities located in the Watson Ministry Center will not be available for use by congregants at worship services. The Handicap Bathroom Facility, is adequate to meet the needs of people at worship, will be available for use by persons attending Church Worship Services. (The reason for this decision is that the Bathrooms in the Watson Ministry Center are used by the staff and clients there. These bathrooms are cleaned on a more rigorous routine due to their more frequent use. By using only one bathroom for use during worship services, we have only one bathroom to clean after those services and this won't change the cleaning routine for bathrooms in the Watson Ministry Center.)*
- *At this time, service bulletins will be used for the worship service. Any service bulletins not taken home by congregants, will be placed in a special container for disposal. No service bulletins will be reused for any reasons.*
- *At the end of the worship service, following the dismissal, congregants will be dismissed by ushers by areas to limit any unnecessary contact.*
- *All congregants will be discouraged from staying in the parking lot for any reason.*

- *Anyone who will not abide by the conditions established for safe worship will be encouraged to stay home and may avail themselves of the Zoom worship option.*
- *Any person who believes they may have had contact with a person suspected or confirmed to have COVID-19 or anyone who is not feeling well or has symptoms of COVID-19 are asked to stay home and not attend worship services in the Church Facility. If, anyone who has attended a worship services in the Church Facility and is then confirmed to have contact with a person confirmed to have COVID-19, that information needs to be conveyed as soon as possible to the Church Office, so we can assess what further steps need to be taken and/or notify others who were at that worship service. If any person is tested positive for COVID-19 and has attended a church worship service during the time that they would have or could have infected others in the Church, the Church needs to be notified as soon as possible, and all persons known to have been in the Church area during that time will be notified of such and records of attendance turned over to the any appropriate Health Department representatives who requests them. If necessary, Church Services will be terminated for the next 14 days. The Church Facilities (with the exception of the Watson Ministry Center as no representative or congregant of the Church will have or should have been in this area. However, the agencies in the Watson Ministry Center will be notified to determine if they feel that they will need to take any further action) will be closed for 14 days for appropriate cleaning and disinfecting.*
- *At any time during a worship service, if any person in attendance refuses to maintain wearing a mask or abide by the rules established for safe worship, the ushers will be asked to address the issue with that individual. If necessary, the person will be asked to leave. If they refuse, the worship service will be stopped to address the situation and resolve it in a manner whereby the worship service can then continue. At no time will any person be allowed to continue to be part of any worship service if they place others in attendance at risk.*
- *Following each worship service in the Ashton Parish Hall, all seating, public use areas and bathroom facilities will be thoroughly cleaned and disinfected. Any and all trash will be immediately removed from the Church facilities and placed in the outside covered area where trash is stored until picked up on Tuesday mornings.*
- *Any Funerals or Wedding Services can be arranged by contacting the Church Office at 716-372-5628 or Pastor Kim at 585-993-0322. Only agreed upon immediate family will be allowed at these services and a Zoom option will be made available for other family and friends.*

## *Other uses of St. Stephens Church and Facilities*

*At the current time the Church Office will not maintain regular office hours and the Church Parish Administrator will be encouraged to work from home as much as necessary.*

*The Church Administrator will be allowed to access the office for the purpose of bringing in mail, checking e-mails and taking messages off of the answering machine. The Church Parish Administrator is required to wear a mask if for any reason there is any other person in the Church Office with him. If at any time, the Church Administrator feels ill or displays any symptoms of COVID-19, he is to notify the Church Priest. He is not to report to work if he is not feeling well. If at any time, the Church Administrator is notified that he has had contact with a person who has had or may have had contact with someone with COVID-19, or a person who has been diagnosed with or suspected of having COVID-19, he is to notify the appropriate persons and to remain at home for a 14- day quarantine period.*

*The Church Financial Clerk will continue to work on the finances, bills and write checks at home, accessing information in the Church office only when necessary. The Church Financial Clerk will work with and provide updated reports to the Senior and Junior Warden and Priest of the Church. The Senior and Junior Wardens will coordinate this work with the Financial Clerk to make sure that ample money is in the Church Accounts necessary for paying bills and payroll as needed. The appropriate measurers for check signing will remain in place.*

*Vestry Meetings will resume in the Church Ashton Parish Hall starting in September with appropriate social distancing and the wearing of masks. Zoom option for Vestry members to attend meetings will continue to be made available.*

*The Ashton Parish Hall will be used on every other Thursday for the purpose of bagging pet food for the Friday Pet Food Pantry distribution at Bethany Lutheran Church. Social Distancing and wearing of masks continue to be mandated by volunteers who bag food.*

*The Church will be open for Red Cross Blood drives on a monthly basis and will be completely cleaned and sanitized following use.*

*At this time St. Stephens Church will not be open for use by support groups. This policy will be reviewed at the October Vestry Meeting and will be changed dependent upon the data and information regarding infection rates of COVID-19 in Cattaraugus County, a policy determined for the cleaning and disinfecting of areas used by support groups and their willingness to keep an attendance log for contact tracing if an infected person attends the meetings or other similar procedure that has been approved by the Cattaraugus County Health Department for such purpose.*

*The Church Sexton started working 8 hours a week again when the agencies of the Watson Ministry Center were allowed by NY State to be opened as essential agencies. The Sexton works from 6:30 to 8:30 am Monday thru Thursday to clean all common areas of the Watson Ministry Center and all bathrooms to insure proper cleaning and disinfecting of those areas in use. The Church Sexton is required to wear a mask and gloves for all cleaning and to use cleaning and disinfecting products provide for the Church. If at any time, the Sexton feels ill or displays any symptoms of COVID-19, he is to notify the Vestry Building and Maintenance Person and the Church Priest. He is not to report to work if he is not feeling well. If at any time, the Sexton is notified that he has had contact with a person who has had or may have COVID-19, he*

*is to notify the appropriate persons at the Church Immediately so that appropriate action can be taken. If it is deemed necessary, he will be asked to remain at home for a 14-day quarantine period.*

*At this time, any and all persons who have business with the Priest or Church Staff are to make appointments. Doors in the Church and the Watson Ministry Center will be kept locked at all times and only unlocked when necessary for appointments. The Watson Ministry Center has a special security system on its doors that allow for therapists to unlock doors for times when clients indicate they have arrived for appointments. There are fire doors with crash bars, with lighted exit signs accessible from all parts of the Church buildings in the event of a fire. No current policy is intended to or will prevent persons from exiting the building in the event of a fire or other emergency. Signs are posted indicating where such exits are.*

*These policies are intended for the protection and safety of all persons, entering any of the buildings of St. Stephens Episcopal Church from exposure to COVID-19. Access to and use of the building is prohibited except for the agencies, appointments, and worship services indicated in this document. Any other access or use of the building is allowed only with approval of the Priest and/or Vestry of St. Stephen Church.*

*St. Stephens Episcopal Church, Olean, NY*  
*Protocols for the Watson Ministry Center during the Current COVID-19 Pandemic*

*The Watson Ministry Center, a facility of St. Stephens Episcopal Church in Olean, NY, currently houses the Miriam Center (a Mental Health Counseling Center) and Victim's Services of Cattaraugus Community Action.*

*During the Pandemic, both of these agencies were determined to be essential agencies by NY State, and as such remained open throughout the months of April, May, and June, while other businesses were closed.*

*During this time, the Miriam Center and Victims Services provided services to clients via Zoom meetings and counseling sessions and were able to see clients in person only on a emergency basis.*

*In late June and currently, both agencies have returned to seeing clients in person, while continuing the option of Zoom meetings and counseling sessions for those clients who are still not comfortable with in person meetings or sessions.*

*The following protocols were put into place to address the need for cleaning and disinfecting of the Watson Ministry Center.*

*The Church Sexton is now and has been responsible for the cleaning and disinfecting of all common areas of the Watson Ministry Center, to include the hallways, all door handles and metal areas of the doors, the stairway bannisters, stairway areas and all bathrooms in use by clients and staff of the Watson Ministry Center. They are cleaned and disinfected each day, Monday thru Thursday from 6:30 am to 8:30 am prior to any staff reporting for work. The Watson Ministry Center is not used on Saturday or Sundays and is cleaned on Monday mornings from use on Friday.*

*The Sexton is required to wear a mask and gloves at all times while cleaning and to use cleaning and disinfecting products provided by the Church and designated as appropriate to kill the COVID-19 virus. All Floors in the bathrooms and common areas are cleaned and mopped every morning during cleaning. If at any time, the Sexton feels ill or displays any symptoms of COVID-19, he is to notify the Vestry Building and Maintenance Person and the Church Priest. He is not to report to work if he is not feeling well. If at any time, the Sexton is notified that he has had contact with a person who has had or may have had contact with someone diagnosed with or suspected of having COVID-19, he is to notify the appropriate persons at the Church and this information will be assessed to determine the most appropriate response to this information and any impact on the Church or persons using the Church Facilities. If determined necessary, he will be asked to remain at home for a 14 day quarantine period.*

*All therapist of the Miriam Mental Health Counseling Center or Staff Members of Victims Services are to sign the attendance books, placed in all entrance areas to acknowledge that they were in the building on certain days and times. Therapists and Staff Members of Victim Services are to keep individual logs of all clients that they see each day for the purpose of contact tracing if needed. Clients are not required to sign the open attendance books due to confidentiality and in compliance with HIPA regulations.*

*Each Therapist and Staff Member of Victim Services are responsible for the cleaning and disinfection of their individual offices. It is recommended that all Therapists and Staff Members wear masks while in the building and that clients are also asked to wear masks while in the building.*

*These policies and procedures of and by St. Stephens Episcopal Church for use during the COVID-19 Pandemic have been read by and approved by the Vestry of the Church.*

*Any changes, modifications, and amendments to these policies will be made with updated information and recommendations from the CDC, State of NY and the Health Department of NY State and Cattaraugus County and by vote by the Vestry of St. Stephens Church.*

*Approved by majority e-mail vote of the Vestry of St. Stephens Church on*

August 21, 2020 (date)

*Acting Clerk of the Vestry:*

*David Jack Bollman, Parish Administrator*