

**St. Andrew's Church**  
**Ann Arbor**  
**Phase 2 Re-entry Plan**  
**7/1/20**

Beginning June 28, 2020

A Sunday Morning Prayer Service will be taped weekly for posting on YouTube which will be available at 10:00 am with the rector, director of music and a camera operator working in the church. The three participants will be spaced in a triangle, each 30-feet away from the other two. This service will be accompanied by the eService Bulletin that has been produced weekly since mid-March and will be made available on the St. Andrew's website on the Saturday morning before the Sunday service with instructions on how to find the service on YouTube. The rector and music director plan to chant the appropriate parts of the service and sing two hymns. The service will be followed by a vestry-hosted Zoom Coffee hour at 10:45 am. A reminder message will be sent to the parish email list on Saturday with the links to eService Bulletin, YouTube and Zoom.

Due to average Sunday attendance numbers, the church building and offices will not be open to the public during Phase 2. Due to sanitizing needs between services, multiple Sunday services are not feasible.

Later in the summer we will investigate introducing additional "voices" to the YouTube service such as a lector, instrumental soloists, lay preachers, etc. as social distancing requirements and the protection of vulnerable populations allow.

Beginning Week of June 29

Four members of the staff (rector, finance administrator, sexton – who mainly works outside, housekeeper) will return to the office on an as-needed basis after a sanitizing process is completed by Modernistic Cleaning and Restoration of Troy (see page 3). The rector and finance administrator work on separate floors. A staggered schedule among the four staff members returning to the building will minimize personal contact among the group with no more than two people being on the premises at the same time. At most times only one person will be on the premises. Common contact surfaces (doorknobs, light switches, bathrooms, kitchen faucets, etc.) will be sanitized daily. Masks, gloves, and sanitizing wipes have been provided for all the staff and will be available in the office areas.

The parish administrator, communications director, children and youth director will continue to work from home. The director of music will come in to tape the Sunday service and for organ practice at times when the sexton and housekeeper are not on-sight. She does not need to enter the areas with the rector and finance administrator's offices. Otherwise, she will continue to work from home. One camera operator will come in to tape the weekly service.

A daily building entry log will be maintained to record staff or delivery people entering the building. Regular meetings – vestry, finance committee, health ministers, social justice ministry,

etc. will continue on Zoom as they have been since March. Plans are in the works for Zoom meetings for Christian formation and other parish groups starting in the fall. The music director is exploring software to expand virtual musical offerings that will involve the church choirs and other parish musicians.

#### Breakfast at St. Andrew's

The Breakfast will continue serving a take-out meal with prepackaged breakfast foods distributed daily by teams of two individuals from the same household as it has been since mid-March. Currently, Breakfast guests do not enter the building and the volunteers do not have direct contact with guests. Take-out meals are placed on an outside table for the guests to take for themselves. This will continue through the summer and be reevaluated as the weather begins to get cooler. A handwashing station, in addition to the bathroom, is being installed in the entry of the Breakfast area for the Breakfast guests once/if we are able to reopen the dining room at some future date.

#### Addressing Positive Infection

In the situation that someone has tested positive for COVID-19 and has entered the building or attended a church-sponsored activity during the infection period, the following requirements and guidelines must be followed.

After receiving word of a positive infection, the rector will verify with the person that the county is doing contact tracing. Using our entry/registration log, we will conduct notifications of all people who may have come in contact with the person within 72 hours of the person's presence, while keeping their identity confidential, if appropriate.

If the person had entered the building, parish leadership will make provision for a deep cleaning of the space, including any affected rooms, access hallways, doorknobs, and bathrooms.

Leadership will plan for and adopt the following communications plan, including:

- Rector or warden will serve as a spokesperson for any press inquiries that may arise
- The Vestry will develop and share the church's clear, concise, constructive, and transparent message
- Parish leadership will be in communication with the members of the congregation
- Parish leadership will be in communication with the bishop and diocesan office

## Modernistic Cleaning and Restoration

### Standard Operating Procedure

<i>Prior to Arrival</i>	Food, paper, and other items of concern should be removed from desktops and workstations.
<i>Containment</i>	Containment will be used on a case by case basis. Containment may be constructed in areas of the building to prevent any possible cross contamination. These are preventative measures, that may be used even without the presence of any know pathogen etc....
<i>PPE</i>	Modernistic employees will be in a combination of respirators (Full or half face) with appropriate cartridges, Tyvek suits, double rubber gloves.
<i>Air Purification</i>	On request, Modernistic has HEPA filtered air scrubbers that can be placed in finished areas of businesses or homes, to help mitigate the presence of any airborne contaminants.
<i>Material</i>	Class 4 Disinfectant – See MSDS
<i>Application</i>	Modernistic will use either ULV fogging or electrostatic fogging application, or a combination of both. These processes ultimately have the same result, with a different efficiency as it relates to time. Modernistic will move chairs out from desks and tables and treat these areas. Modernistic only treats “touchable surfaces”. Modernistic does not treat underneath items on desks, tables, etc....
<i>Time</i>	Modernistic averages approximately 4,000 sq. ft per hour with a 2-technician crew
<i>Post Clean Up</i>	The product that Modernistic uses leaves no residue. On occasion, glossy surfaces or glass may need a wipe down once dried due to water marks. When needed, Modernistic does not provide this service.
<i>Scheduling</i>	Modernistic does not guarantee same day response for this service. Many times, same day may be available, but depending on job volume, scheduling could take longer.