



CHRIST CHURCH CATHEDRAL  
CONNECTICUT'S CATHEDRAL

# BEING FAITHFUL IN TIMES OF COVID-19

GUIDELINES AND DIRECTIONS FOR CHRIST CHURCH CATHEDRAL  
CONGREGATIONS, MINISTRIES AND PROGRAMS

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JUNE 2020

## Message from our Dean

**“The LORD himself goes before you and will be with you; he will never leave you nor forsake you. Do not be afraid; do not be discouraged.” Deuteronomy 31:8**

Dear brothers and sisters in Christ,

Greetings in the name of our Lord and Savior Jesus Christ!

On March 15, our Cathedral offered its first round of online worship services in response to the need to social distancing to help slow down the spread of Covid-19. It has been fifteen (15) weeks since we gathered in our beautiful cathedral nave to praise God together.

These past weeks have been filled with anxiety, sadness, fear, at the same time, these weeks have been filled with hope, joy and unity. Those of you who can join us online for worship, fellowship and meetings continue to express your gratitude for technology and for the opportunity to connect with one another and with your clergy. We have learned how to be the Church God is calling us to be during this time of isolation, distancing, and crisis. Your resiliency and devotion to God and love for each other is remarkable.

We have welcomed many folks who worship with us via Facebook. I hope we continue to serve and nurture that extended community in the future. I am keenly aware that, for various reasons, not all members of our community are able to join us online. This is a loss I recognize. Please know that you continue to be part of this cathedral family and are deeply missed.

I am deeply grateful for the opportunity to strengthen the bond of ministry with my colleagues Canon Jorge and Deacon Bonnie as we work together to serve God and God’s people. We continue to offer pastoral care and check-ins calls weekly. It has been an extraordinary gift to spend time on the phone with so many of you, particularly those who are vulnerable, living alone and or unable to join us virtually. **We are in this together.**

Our Cathedral continues to participate in God’s mission, serving those who are in need. The exceptional dedication and commitment of our Church Street Eats and

Church By The Pond leaders reminds us that an important part of our call as followers of Jesus is to meet God and God's people in the neighborhood.

These are uncertain times. We do not know exactly when we will be able to gather in-person to worship our Lord. I do know that the church we were pre-Covid-19 is not the church we will return to post-Covid-19. I invite you to be open to the movement of the Spirit and to be attentive to the signs of the times.

Deuteronomy 31:8 invites us to stay encouraged and reminds us that God is with us, to not be afraid. God will never forsake us. Let us embrace that truth as we navigate this crisis.

I pray these guidelines may offer some insight to our next steps and a sense of hope for the future. Please feel free to contact me or any member of the clergy team or Congregations Committee should you like to discuss the details related to this document.

In God's service,

Lina+

The Very Rev. Miguelina Howell, Dean

## Letter from Congregations Committee

Dear Cathedral Congregations,

We write to you at a time of anxiety and uncertainty in the world which impacts our corporate worship life. These are unprecedented times. As we continue to navigate a time and context new to us, we trust in God's wisdom and guidance upon us.

These guidelines reflect a process of profound discernment and dialogue. A process informed by the directions of the Bishops and Canons of the Episcopal Church in Connecticut, our Cathedral Dean, clergy staff, Governor Lamont, Mayor Bronin as well as our own process of conversation and research.

We do not believe that it is safe to return to in-person worship yet. The next few weeks will provide us with a more informed understanding of the situation regarding Covid-19 in Connecticut, particularly within the Greater Hartford Area. The Greater Hartford community represents most of our Cathedral membership.

Our online gatherings will continue through the months of July and August. Our hope is to resume in-person worship on September 7<sup>th</sup>. We appreciate the fact that our context is constantly changing, and we are called to be flexible and practical. Please note that this targeted date may change to a sooner or later date.

It is extremely important for us to stress that we encourage those who are 65 and older or member of any at risk group to **seriously consider not attending** our in-person services until a vaccine is developed or the virus is contained.

Because your safety and the safety of our faith community is of primary concern, we invite you to spend time in prayer over your decision to worship in-person when we resume our gatherings. To assist you in this decision we are providing you with the CDC's underlying conditions that may put you at increased risk for developing COVID-19: *"If you are of an age greater than 65 or have; chronic liver disease, blood disorders, chronic kidney disease, a compromised immune system, current or recent pregnancy, endocrine disorders like diabetes mellitus, metabolic disorders, heart disease, smoking, lung disease (including asthma and COPD, chronic bronchitis, or emphysema), and neurological conditions like cerebral palsy, spinal cord injury, or epilepsy"*.

For each of us, the decision of whether to worship in person or online is an individual decision, a decision which we honor with respect.

Your safety is our priority. We offer these guidelines with love and in a spirit of collaboration. Please contact us should you have any questions or would like to engage in conversation about next steps.

Faithfully,

Tom Smith, Chair

Cecilia Valencia, Vice-Chair

Lisa Scarola, Class of 2020

Mike Obrien, Class of 2020

Connie Bain, Class of 2020

Anne Bartholomew, Class 2021

Lilibeth Warner, Class 2021

Theodore Dunn, Class 2022

Melissa McBride, Class 2021

The Very Rev. Miguelina Howell, Dean, member *ex-officio*

The Rev. Canon Jorge Pallares, *member ex-officio*

Deacon Bonnie Matthews, *member ex-officio*

## OVERVIEW OF WORSHIP PHASES IN LIGHT OF COVID-19

The following phases have been designed appreciating and understanding the rapid changing landscape of our world and lives because of Covid-19. These phases are not static, but flexible and adaptive. Our Cathedral leadership will be attentive to the context and adjust the phases and protocols as we consider appropriate, keeping as our priority the safety and wellness of all God's people.

The current phase we are living in contemplates **only** online worship until September 7<sup>th</sup>. This date may change.

### **Phase I: Current phase, possibly lasting until Sunday, September 7<sup>th</sup>.**

- **Online worship:** We will continue to offer online worship as follows:
  - **Sundays 10:00 a.m. in English and 11 a.m. in Spanish**
    - Morning Prayer worship led by lay leaders, clergy offers a brief meditation and invite participants to share.
  - **Tuesdays at 6:30 p.m. - Happy Hour/ Bible Study in Spanish**
    - Alternating each week. Lay leaders and clergy provide programming.
  - **Thursdays at 6:00 p.m. – Happy Hour/ Bible Study in Spanish**
    - Alternating each week. Lay leaders and clergy provide programming.
  - **Saturdays- Church by the Pond**
    - Opening prayer and pastoral presence offered by Dean Howell or Canon Pallares. Occasionally, ECCT and Lutheran clergy will attend.
  - **Committee and Ministry Teams meetings**
    - All meetings are and will continue to be hosted virtually via Zoom.
  - **Sacraments and Sacramental Rites**
    - Weddings (Only those previously scheduled for with the Dean's office, with limited attendance and following safety protocols).
    - Funerals (schedule as needed with limited attendance and following safety protocols).

**Phase II: Online Worship / In- Person Worship and other gatherings. Targeted date: September 7, 2020.**

Once it is deemed relatively safe to return to in-person worship, following all necessary precaution and protocols, we will offer one (1) in-person worship opportunity at our Cathedral per week. Our Cathedral will continue to offer online worship and other gatherings in English and Spanish, as noted in phase I.

The In-person weekly service at our cathedral will be as follows:

- **Sundays 9:00 a.m. in English**
  - Morning Prayer led by Clergy. Organ music only. Following protocols indicated in next session (See pages 7-8)
  - Sacraments and Sacramental Rites
    - Weddings, Funeral (create protocol)
    - Baptisms (postponed to 2021)

**Phase III: Post-Covid-19 In- Person Worship and other gatherings**

- Return to in-person worship schedule
  - Sundays Holy Eucharist
    - 8 a.m. English, no music
    - 10 a.m. English, Choral Eucharist
    - 12:30 p.m. Spanish with music

The Cathedral will strive to provide livestreaming for each service as our new normal.

## DIRECTIONS FOR RESUMPTION OF IN-PERSON WORSHIP

The directions below are adapted from the “Living with Covid-19 Protocols and Directions for Clergy and Vestries in the Episcopal Church in Connecticut” document release by the office of the Bishops of The Episcopal Church in Connecticut on May 2020, with some references from the Center for Disease Control (CDC)

[https://www.episcopalct.org/Customer-Content/www/CMS/files/ECCT\\_Covid-19\\_Protocols\\_and\\_Directions\\_May\\_2020.pdf](https://www.episcopalct.org/Customer-Content/www/CMS/files/ECCT_Covid-19_Protocols_and_Directions_May_2020.pdf)

- Our Cathedral will provide appropriate signage to assist you in maintaining social distancing: 6-foot distance between all people/families. Seating areas will be clearly marked indicating the 6-foot distance.
- Participants in any gatherings should be feeling healthy and should be cough-free and fever-free. Anyone with any symptoms should stay home, in particular those listed below:
  - Running nose
  - Headache
  - Cough
  - Sore Throat
  - Fever
  - Shortness of breath
- Cathedral members and clergy 65 years old and older, individuals living in nursing homes or long-term care facility, and/or individuals with health risk factors, in particular those listed below, are encouraged to stay home and stay safe.
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Immuno compromised
    - Cancer treatment
    - Smoking
    - Bone marrow or organ transplant
    - HIV or AIDS
    - Prolonged use of corticosteroids and other immune weakening medications
  - Severe obesity (body mass index) BMI of 40 or higher
  - Diabetes

- Chronic kidney disease undergoing dialysis
  - Liver disease
- Worship gatherings are limited to less than 50 people as mandated by the Governor's Executive order 7D.
- Facemasks or cloth coverings worn always, including by worship leaders. Facemasks will be available for walk-ins.
- Hymnals, Book of Common Prayers, flower cards, and welcome cards will be removed from the pews.
- Pews, chairs, and kneelers will be sanitized before and after services.
- Baptismal font will be emptied.
- We will not touch or greet at the Cathedral door, at the peace, or at any other time.
- Our Cathedral will provide hand sanitizer and cleaning wipes at all cathedral entrances and in all common areas.
- Avoid restrooms, when possible. Users of restrooms will disinfect surfaces, handles before and after use with cleaning wipes provided. Restrooms will be cleaned and disinfected after every service as extra precaution.
- Strongly recommend the use our online giving feature for pledges and offerings by visiting our website : [www.cccathedral.org](http://www.cccathedral.org) or mail your pledges to 45 Church St. Hartford, CT06103. A plate will be in the Narthex for your convenience.
- Coffee Hour and any social gathering sponsored by our Cathedral is postponed until further notice.
- Signage of directions and protocols for safe practices will be posted at all entrances and in common areas.

## GENERAL PROTOCOL FOR CATHEDRAL OFFICES

### **Phase I: Current phase, possibly lasting until Sunday, September 7<sup>th</sup>.**

- Our Cathedral offices are closed.
- Staff works from home.
- Dean, Assistant to the Dean, Custodian and Building Manager are in the office once a week for essential duties.
- Building Manager monitors building usage by vendors and other groups.
- Staff meetings, supervision meetings and other planning meetings are hosted virtually.

### **Phase II: Partial Onsite Operations**

- Staff 65 years old or older or within previously mentioned risk groups will not return to the office.
- Office use limited to 50% of occupancy as determined by the Fire Marshall until further notice.
- All employees will maintain safe social distancing (at least 6-foot apart).
- Majority of Staff continues to work from home.
- Assistant to the Dean, Dean, Building Manager and Custodian are in the office as needed for essential duties.
- Building Manager monitors building usage by vendors and other groups.
- Staff meetings, supervision meetings and other planning meetings are hosted virtually.
- Employees attending the office will temperature check and will remain home if experiencing symptoms of any illness.
- Employees will always wear facemasks or cloth coverings.
- All employees will practice regular hand washing.
- Elevator will not be used by staff. It will be reserved for people who need it.
- High contact areas and restrooms will be cleaned and sanitized regularly.
- Common areas and lobby will be sanitized and cleaned regularly.
- Hand sanitizer and cleaning wipes will be provided at entrance of Cathedral House and in all common areas.
- Users of restrooms will be directed to disinfect surfaces and handles before and after use of with cleaning wipes provided.

- Signage of directions and protocols for safe practices will be posted at all entrances and in common areas.

### **Phase III: Post-Covid-19 Office fully operational onsite**

- Staff returns to onsite work.
- All reasonable practices applied during Covid-19 pandemic will continue **as we secure a safer and cleaner** space for all.
- We will continue our pre-Covid-19 practice of hosting Virtual meetings when possible, as an efficient and practical tool.

## GENERAL GUIDELINES FOR OUTSIDE GROUPS AND NON-AFFILIATED MINISTRIES

Our world, programs and ministries have been impacted by the effects of a global crisis due to the Covid-19 pandemic. The following guidelines are in place to ensure the safety of all persons/ organizations using our Cathedral space. These guidelines are in effect until further notice and should be observed diligently. Failure to comply will result in termination of use of space during this time of crisis.

### Personal safety measures:

- Face covering must always be worn
- Wearing gloves. Please refrain from touching face or skin while wearing gloves.
- Staff/ leaders must wash hands frequently
- Every person must maintain a distance of **6-foot apart**
- Leader responsible should implement pre-/post-work shift temperature checks. Volunteers/ employees should not be permitted to work/serve with temperatures over 100.4 °F.

### Building safety measures:

- The Cathedral Building Manager will provide a daily sign-off sheet to be completed daily, confirming that all cleaning/disinfecting steps have been taken.
- Update list of authorized personnel on the site (Maximum 5.) . Submit list to Office Manager at [chursty@cccathedral.org](mailto:chursty@cccathedral.org)
- Soup Kitchen Programs (HOH, CSE) should not allow clients/guest into the building. The restrooms are not available for clients/guests until otherwise communicated by the Dean's office.
- Post hand washing reminders and posters.
- Increase fresh air intake (air exchange unit should be used or new AC
- Flush building with fresh air if possible, for 24 to 72 hours
- Groups are responsible to sanitize and clean spaces before and after each use as follow. Non-Christ Church Cathedral ministries/ groups should provide their own cleaning supplies:
  - Deep clean entire site/facility using approved disinfectant (EPA List N: Disinfectants for Use Against SARS-CoV-2).

- Alarm panel in the first floor of the Cathedral
- Door handles and push plates
- Hand railings
- Tabletops and dining surfaces
- Trash receptacles
- Service countertops
- Washing Dishes, Silverware
- Public and staff restrooms
- Sink faucet and toilet handles
- Towel dispenser handle
- Soap dispenser push plates
- Light switches
- Material handling equipment (carts.)
- Cleaning equipment
  - Broom/mop handles
  - Mop bucket handles
- Restroom and faucets should be disinfected after each use.

**The usual procedures should be used. All dishes, silverware, and glassware should be washed and disinfected in a dishwashing machine, including items that have not been used, as they may have been in contact with the hands of guests or staff.**

\*\*If for any reason, guidelines washing is required, the usual steps should be followed (wash, disinfect, rinse), taking the maximum level of precautions. Drying should be carried out using disposable paper towels. Likewise, tablecloths and napkins should be washed in the usual manner.

### **Offices / service areas**

- Eliminate staff sharing of pens and pencils or other office items.
- Clean and disinfect high-touch and flat surfaces daily.
  - Desks
  - Countertops
  - Calculators
  - Tape dispensers
  - Office furniture (chairs, stools, etc.)
  - Office equipment and surfaces
    - Shared computers
    - Shared telephones
    - File cabinet handles

## SAMPLE HEALTH QUESTIONNAIRE

- Have you or an immediate family member living in your home returned from an international location within the last 14 days?
- Have you or an immediate family member living in your home returned from a domestic (US) COVID-19 epicenter in the last 14 days?
- Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
- Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing, gastrointestinal discomfort, or disease)?
- Acknowledgment of negative responses should be documented for each new or returning employee
- New and returning employees should be instructed to notify management of any emerging symptoms or potential person-to-person contact with an infected person

### Leaders and supervisors on the following topics:

- Recognizing COVID-19 symptoms
- Taking COVID-19 precautions
- Responding to emerging employee/customer infection

### Verify ability to work and health of all new or returning personnel.

- Utilize a health questionnaire.
- Implement pre-/post-work shift temperature checks. Employees should not be permitted to work with temperatures over 100.4°F.

You are strongly encouraged to read the following information:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<http://info.beechercarlson.com/return-to-the-workplace> (Cleaning and Disinfecting to Prevent Spread of Coronavirus) (COVID-19 Communication Action Plan).



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