



The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

www.ecww.org

Reopening Guidelines – Diocesan House

As the Diocese of Olympia, we are committed to resourcing and networking our congregations and forming leaders through sacrament and service. The work we do in and out of the Office is critical to keeping the Body of Christ connected.

At D-house

The guidance below suggests our current plans for reopening the Office to wider staff use and the public. Because the Office of the Bishop is physically located in the City of Seattle, King County, Washington State, State and Local Public Health guidance takes precedence when in conflict.

Phase 1	The office is closed to the public, the doors are locked during operational hours. Essential staff (IT, Accounting, Reception, Building Manager) schedule in-office days with On-Site Coordinator. COVID Office Cleaning policy in place, carried out by the Building Manager
Phase 2	The office is closed to the public, the doors are locked during operational hours. Staff with tasks requiring on-site work, schedule in-office days with On-Site Coordinator (IT, Accounting, Reception, Archives, Resource Center) COVID Office Cleaning policy in place, carried out by the Building Manager
Target Date July 1	The Office is open to staff All staff can resume in person work duties. Individual appointments. Meetings with individuals or outside groups are not permitted.
Target Date July 12	The Office is open to the staff and public In person meetings resume (vaccination required for building entry) If infection rates rise rapidly, this policy may revert to a more cautious phase.

Vaccination

In response to the global COVID-19 pandemic, The Diocese of Olympia has taken all reasonable steps to ensure the health and safety of its clergy, staff, and congregants. With the widespread availability of the COVID-19 vaccines, and based upon the recommendations of the CDC and public health experts, the Diocese of Olympia has adopted the following vaccine policy:

All clergy and staff persons employed by the Diocese of Olympia, its congregations, and affiliated ministries, must be vaccinated against COVID-19. Clergy and employees must provide to their supervisor proof of full vaccination status within 45 days of the date of this notice. Clergy and staff may be exempted from this requirement if the clergy or staff person cannot receive a vaccine due to

- A disability or medical condition, OR
- a sincerely held religious belief or practice

Staff requesting an exemption or work accommodations due to being unvaccinated should share this with their supervisor when developing their Return to In-Person Work/Flexible Work Plan.

Proof of Vaccination

Staff and Visitors are responsible for showing proof of vaccination to the Receptionist at the Front desk. Acceptable forms of proof are:

- CDC COVID-19 Vaccination Record Card (original, copy or photograph)
- WA State Certificate of COVID-19 Vaccination in digital or print format from [MyLRMobile.com](https://mylrmobile.com)
- WA State Immunization Information System printout
- Lifetime immunization record booklet
- Verified electronic medical record printout from a medical provider

Once Reception has verified the vaccination status, they will record the Staff or Visitor's name in a vaccine log. The log will include: a) the visitor's name, b) the visitor's vaccination status, c) the date vaccination status was verified, d) the name of the staff person who verified the signature.

Staff Hygiene

Staff are expected to observe the following safety practices to ensure both their own safety and the safety of fellow staff and members of the Diocese.

Wash your hands when entering and leaving workspaces. Use hand sanitizer or stop to wash hands when leaving/entering your office or other workspaces.

Staff at high risk of COVID infection are encouraged to stay home: including people with cancer (or previous cancers), people over the age of 60, people who are pregnant or recently pregnant, and the otherwise immune compromised. Supervisors are happy to craft plans for telework through the duration of the COVID closures and can talk to you about options for continued remote work.

Wear masks when in common spaces. While you may work in your office unmasked, staff must wear masks to go to the bathroom or exit.

Lunchroom. Staff, who must be vaccinated to be on-site, may choose to assume the risk of eating in the lunchroom or using the kitchen to prepare food.

Visitors and Wider meetings

All visitors must check in at the front desk every time they enter the building. This provides our staff a chance to make sure all in the building are fully vaccinated.

Each group/meeting will need to develop group norms about masking or not masking. If all are vaccinated AND agree to accept the risk, groups may meet unmasked. If anyone in the group would prefer masking, the whole group must mask.

Wash your hands (sanitizer ok) when entering and leaving meeting spaces.

Wear masks in common areas. Example: If a group meets in the Council Room unmasked, participants must wear masks to go to the bathroom or exit.