



ST. JAMES
EPISCOPAL
CHURCH



Inclusivity
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St. James' COVID-19 Provisional Re-entry Plan as of April 4, 2021:

First and foremost, our concern remains the health, safety and spiritual well-being of all persons entering our church campus. Using best practices, the following are our protocols for re-opening our church community:

1. [Church to be sanitized regularly per CDC Guidelines](#). If we go to two services, then we would clean in-between services. If we worship outdoors, all chairs will be sanitized before re-use.
2. Training will be required for all greeters, ushers, and other volunteers in the chosen admission protocols. This will include a unified response to anyone refusing to abide by admission protocols, especially those who refuse to wear masks.
3. Adequate cleaning and sanitation supplies will be on hand and available for each service. This includes, but is not limited to, masks, hand sanitizer, gloves, soap and running water, paper towels, tissues, touch-free waste receptacles, and EPA-approved cleaners and disinfectants.
4. CDC-approved signs are posted throughout the campus on how to stop the spread of COVID-19 and how to promote everyday protective measures, such as washing hands, covering coughs and sneezes, and properly wearing a face covering.
5. Online reservations may be required so that we can keep attendance within the limits set according to CDC standards. (Reservations will depend on attendance. We will re-start without.)
6. Continue to maintain social/physical distancing (six feet apart) before, during, and after church services. No handshaking, hugging, elbowing, or fist bumps during or after the service, including the Peace. Greetings and passing the Peace will remain contact-free and will occur within proper distancing guidelines.
7. Attendance limited to 85 persons during the red tier (25% of St. James' occupancy of 375), 175 during the orange tier (50% capacity), and 260 during the yellow tier (75% capacity), with physical distancing six feet apart between families. Pews are marked and closed off between rows during tiers requiring this. Each family will be given a swimming-pool noodle to mark distancing. (Same 6-foot protocol if worshiping in the courtyard).
8. Our regular single-use bulletins will be used, and attendees will be asked to dispose of them on their way out or they may take them home.
9. No singing hymns until further notice. Recitations to be spoken at a light whisper.
10. The Eucharist will be served per diocesan guidelines and social distancing.
11. Hymnals, prayer books, pencils, paper, and coloring books have been removed from the pews.
12. The floor has been marked for physical distancing.
13. The middle stalls and sinks in our public restrooms will be taped off to allow for only 2 people in each restroom at a time with social distancing. Signs have been posted to encourage using a paper towel to open the door.
14. Water fountains are taped off to avoid the possible spread of germs.

15. Offering will be taken at a stationary location by the font or outdoors, with no passing the plate, and will be monitored discreetly by an usher for security. Counters will wear gloves when counting money. This will change according to the tier regulations as needed.
16. We have minimized readers and altar servers by keeping the rotation schedules of key roles to a minimum, thus avoiding multiple contact and reducing risks.
17. Only 1 acolyte (crucifer), organist, pianist, cameraperson, sound person per service. No choir.
18. Hand sanitizer is available throughout the church. Hand washing available in all restrooms.
19. **Masks are required.** We will provide disposable masks to those who need them.
20. Volunteers will be provided disposable gloves for each service.
21. Ushers to monitor and enforce crowd compliance and make sure people do not congregate near the main entrance on their way in and out of the church.
22. Pastoral care and counseling to continue via Zoom, FaceTime, or phone calls.
23. Clergy will not make hospital visits unless approved by the hospital and proper PPE is provided.
24. Large weddings, funerals, or baptisms postponed until approved by diocese.
25. Staff to work from home whenever possible except church admin until all have been vaccinated.
26. Deliveries are left at the front door to the church with notification by phone, text, or email of deliveries.
27. St. James will assist public health officials with contact tracing in the event a parishioner or employee tests positive for COVID-19.
28. We will readily communicate with parishioners if someone contracts COVID-19 through our normal and effective communication abilities.
29. If there is an outbreak at the church, we will immediately shut down the church and disinfect the facility, waiting 14 days to re-open.
30. We will call paramedics if anyone should become sick at the church and send them to their healthcare facility of choice.
31. Ms. Kayla Brock is the designated staff person to be responsible for responding to COVID-19 concerns. Ms. Brock will keep up to date with state or local regulatory agency policies related to group gatherings.
32. We will communicate clearly with staff and congregants about actions being taken to protect their health and share prevention messages with congregation.
33. Check state and OCHCA health department notices daily about transmission in the community and adjust operations.
34. Religious garments will be washed and cleaned on a regular basis.
35. Microphones are disinfected after each use by the sound engineer, who will be wearing protective gloves and mask.
36. We have installed UV scrubbers on the HVAC system in the sanctuary for everyone's protection. Nevertheless, the doors will be open during the service in the church to help ventilate the space.
37. Dogs will continue to be allowed in the church during services.



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Children and Sunday School proposed guidelines: We will not have Sunday School; children may come to church with their parents, but if we do open Sunday School again in the future, it would look like this:

From the State Guidelines: • For now: Children should remain in the care of those in their household unit and not interact with children of other parties at any time while visiting facilities. Close play areas and discontinue activities and services for children where physical distancing of at least six feet cannot be maintained.

Child-Care Guidelines as outlined by the State:

1. Temperature checks at sign-in
2. Hand-washing upon entry
3. All children must wear masks (Children under two years old should not wear masks because it is difficult to breathe.) Masks are also discouraged for those who have asthma.
4. All teachers and adults should wear masks.
5. Testing for teachers (when appropriate)
6. Symptom checklist with parents at sign-in
7. Cell numbers at check-in to contact parents if needed
8. No snacks or beverages, to limit hand-to-mouth contact
9. Coloring and calm projects, watching movies or music on TV, with physical distancing
10. Age-appropriate COVID-19 social distancing lessons
11. Outside time for fresh air with physical distancing
12. Rearrange the rooms to create stations
13. Certain toys will be put away because they will invite contact or too much excitement.
14. Education experts in the church will be involved and consulted for best practices.

Additional Comments:

- Clergy, ushers, altar servers, choir, etc., will be tested for COVID-19 as soon as the test is made available.
- We will continue remote services, with video conferencing for a while for the higher-risk population.

Resources:

- [State Guidance](#) (most comprehensive)
- [CDC Guidance](#) (not as comprehensive)