

Section 1 Contact Info

Father Todd Foster, 856-357-4552 (preferred), 856-243-2796 (alternate), fathertodd@stthomasglassboro.org (preferred), rector@stthomasglassboro.org (alternate)

Section 2 Alternate info

Tal Kramer, 856-371-965 (preferred), tbkesq@aol.com (preferred)

Section 3 Who oversees execution of Diocesan directives, protocols, and guidance

Overseer of plan to be determined

Section 3a Process Oversight Contact

Overseer info, preferred/alternate phone and email

Section 4 Reopening info

Proposed reopening date Sunday July 19, 2020

Worship schedule (i.e. day, time, type of service, virtual/in-person, projected attendance)

HE Saturday 5:30pm, in-person inside church or parish hall, 15 projected to attend

HE Sunday 8am, in-person inside church or parish hall, 15 projected to attend

HE Sunday 10am, in-person inside parish hall, 50 projected to attend

Children's Chapel, Sunday 10am, in-person inside parish hall, on hiatus

We will also potentially hold services outside, weather permitting.

Other activities (i.e. ministry, day, time, frequency, type of activity, projected attendance)

Vacation Bible School, Saturday-Friday 6pm daily for one week, in-person inside, 17 projected to attend

*Only St. Thomas families; crafts would be sent home; kids will sit with parents socially distancing from others; dancing in place would be example of activities

Youth Group, 1st Sunday 6pm monthly, in-person inside, 10 projected to attend

Kitchen of Hope, 2nd & 4th Saturday 8AM-1PM monthly, in-person drive-by outside, 120 projected to attend staggered

Train Show, to be determined, in-person inside, still in planning

Work Crew, Tuesday 7pm weekly, in-person inside and outside, 5 projected to attend

IHN, currently being hosted at the day center

Chat & Chew, 3rd Monday 12pm monthly, virtual

Centering prayer Monday 4pm weekly, virtual

Book Group, Monday 6pm weekly, virtual

Coffee Hour, Tuesday 12pm weekly, virtual

Small Group, Tuesday 6:30 pm weekly, virtual

Dinner Church, Wednesday 7pm weekly, virtual

Bible Study, Wednesday 7pm weekly, virtual

ECW, 3rd Thursday 10am monthly, virtual

Vestry, 3rd Thursday, 7:30pm monthly, virtual

Ham & Oyster, first Tuesday after November is to be determined

Currently there is no staff (sexton or secretary) at St. Thomas.

Liability and property insurance remain in force.

Vestry is and will continue to be compliant with Diocesan directives.

We would accept any financial assistance for compliance (i.e. purchasing masks, cleaning materials, etc.)

We will use a supply priest as usual, if clergy become infected with COVID or must quarantine.

Section 5 Reopening info

Clergy, vestry, lay leaders, will carry out the plan

Name, position, date trained

Father Todd Foster, priest

Deacon John Hansen, deacon

Tal Kramer, Warden

Joe Rizzuto, Jr Warden
Eric Cephas, vestry
Sarah Ternay, vestry
Nelson Medynec, vestry
Jim Gibbs, vestry
Jo-Ann Toldt, vestry
Wayne Rowbotham, vestry
Carl Kinsley, vestry
Barbara Korcuba, Church School director
Vivian Hansen, Kitchen of Hope director
Daniel Owen, Youth Group director
Gretchen Owen, Sunday School board
Rich Drobil, Train Show
Barbara Cadogan
Maryann Schiepan
Sid Desiderio

Section 6 Tenants and Guests Groups

Tenant info (i.e. when/frequency, space used, number of people)

AA, Wednesday/Saturday 7pm weekly, virtual

Was insurance confirmed?

Was a shared use agreement signed with distancing and contact tracing plans?

Was a copy of Diocesan guidelines provided?

Section 7 Communications

How will you communicate entrance requirements, capacity limitation, behavioral expectations, and remote worship alternatives to attendees?

posters/signage

email

mailings

Facebook

announcements during worship & gatherings

website

Phone tree

How will guidance on social distancing, navigation, wearing masks/gloves, and other expected behaviors be communicated in and around buildings?

Rules such as maintain 6 feet social distancing, wear masks (ages 2 years and older), and provide contact tracing information (who to notify, what info to provide, etc.) will be included in newsletter, on website, and on signs.

How will it be communicated that maximum worship capacity will be reached?

Either an alphabetic split, lottery, or registration system may be implemented to control capacity inside buildings if necessary, but on-site management will be used to manage unexpected visitors.

When capacity has been reached (including overflow areas), the usher will thank attendees for coming, but advise attendees that capacity has been reached. Then the usher will remind attendees of other available service times.

How will before and after service gatherings be discouraged inside and outside of the buildings?

A lot attendant will discourage gatherings in the parking lot before and after service.

An example script, "Thank you for coming today. We ask that everyone exit the campus as soon as an event has concluded."

We will keep at least an hour between services to clean (and to avoid overlap of attendees).

What alternatives will be offered for remote viewing/listening for people who choose not to attend or are unable to attend?

Pre-recorded morning prayer is currently available online. With indoor services, we will offer a Zoom broadcast so those who do not attend or are unable to attend physically can join by computer or phone. The recorded service could also be made available online.

Explain what challenges your congregation may face in providing alternative accessibility to worship and sacraments?

Not all parishioners have access to internet, but Zoom does allow a phone for audio option.

Section 8 Cleaning and Disinfecting

Who cleans (church volunteers, church staff, or contracted cleaning service)?

A combination of church volunteers (routine and weekly) and contracted cleaning service (quarterly and annually) will be used.

Policy and schedule (i.e. between meetings, worship services, or other gatherings):

There will be at least 1 hour in between meetings, worship services, or other gatherings to avoid overlap and to provide space for cleaning.

Cleaners will wear disposable nitrile gloves.

Cleaners will use disposable Lysol or Clorox wipes.

High touch surfaces (i.e. tables, doorknobs, light switches, countertops, pews, door handles, faucet handles, elevator buttons, desks, phones, toilets, faucets, sink, etc.) and other shared surfaces will be cleaned after each use or at a minimum daily after use.

Spaces unused for 7 days will receive routine cleaning.

Policy for bathroom use and ongoing cleaning/disinfection:

Signs will be posted asking users to clean the bathroom before and after use.

Disposable nitrile gloves will be made available.

Disposable Lysol or Clorox wipes will be made available.

High touch surfaces (i.e. tables, doorknobs, light switches, countertops, door handles, faucet handles, toilets, faucets, sink, etc.) will be cleaned after each use, and daily after use.

Provisions for masks, gloves, hand sanitizer, disinfectant cleaning wipes, disinfectant cleaning products:

Masks, gloves, hand sanitizer, disinfectant cleaning wipes, and disinfectant cleaning products will be ordered to be made available to use on church campus.

Section 8a Contracted cleaning service details

Contract cleaning company info: company name, contact name,
DB Cleaning service contract pending

Section 9 Case contingency

Process for reporting a COVID-19 infection or exposure in the building, after the fact:

There will be one contact tracing primary and one contract tracing alternate for all worship services or other gatherings. The alternate for the other gatherings will be the lay leader of that group.

Notice shall be given to clergy, a vestry member, or lay leader as soon as an incident has been confirmed.

The notified person will make sure that both the contact tracing primary and an alternate know the date/time and event for the incident.

Infected individual's name shall remain private, unless called upon for prayers.

The contact tracing primary or alternate will send notification to the list of attendees to any worship or gathering which convened on the day of the event with the incident via text or email alert.

The contact tracing primary or alternate will also send notification to the Bishop's office.

How will the information be collected and stored?

Each attendee will be asked to text or email the contact tracing primary their name, phone number, and email upon arrival to an event; or attendance sheets will be carried by the contact tracing primary/alternate to take attendance and cross reference the church database for phone number and email.

Who is responsible for contacting attendees and visitors in the even of infection or exposure after the fact?

To be determined

Section 10 Worship Capacity

Capacity of main worship space per occupancy certificate:

Church: 90

Parish Hall: 330

Maximum seating with social distancing:

Church: 16 congregants and 2 clergy

Parish Hall: floor 1 - 34 congregants and 2 clergy; floor 2 - 45 congregants and 2 clergy

Books will be removed from pews and remain off shelves until further notice.

Parishioners will be encouraged to bring their own Book of Common Prayer (BCP)

Handouts will be placed in the narthex 3 days before the scheduled service, if used. Parishioners will be advised to take them home or discard in the garbage.

Ushers will manage traffic to avoid inadvertent infringements to social distancing at entrances and exits . Announcement will be made at dismissal for orderly egress.

Concurrent use of facilities will be limited or avoided to control overlap.

Maximum altar capacity with social distancing

Whoever is preparing the altar will wear gloves.

The preacher or reader must be 20 feet away from congregation, if mask is removed.

Microphones touched will not be shared without disinfecting.

Handled equipment will be disinfected before and after services.

There will be no sharing of vestments unless a week has elapsed between wearings.

Vestments should be handled only by the person wearing them, unless several days elapsed .

Hangings, linens, and appointments will be handled by only one person within a 48 hour period.

See diagram of altar party

Maximum choir/musician capacity with 30-foot clearance for singers and 6-foot clearance for non-wind instruments (if separate from altar party)

We will not have a choir or wind instruments.

No congregational singing (with or without masks) will take place.

How will spacing/distancing be reinforced/administered?

Usher, or other person who is not high risk, will request visibly ill attendees to return to their car and head home or to the doctor.

An example script if someone appears ill, Thank you for coming today, but anyone exhibiting signs of illness, must remain home or should see a doctor."

Reminders to maintain 6 feet social distancing for the peace by waving, bowing, etc. will be made before service.

Markers will be used to help attendees navigate to seating at appropriate distances. Ushers will thank attendees for their participation and then remind attendees that everyone must comply with the guidelines in order to continue to participate.

Receptacles for offering will be placed at the entry and exit points or other convenient locations.

Counters will wear gloves when tabulating the offering.

How will communion be distributed and by whom?

The celebrant will distribute bread to the chancel party after disinfecting hands.

The celebrant alone drinks from the cup. No need for Lay Eucharistic Ministers.

The bread will be covered and chancel party remain 6 feet away, if celebrant does not wear a mask for prayer of consecration.

The celebrant will wear an N95 mask, preferably, when distributing the host.

The host will be placed in the hand without touching. It will not be placed in the mouth.

The celebrant will use sanitizer between each communicant, if contact is made.

A prayer for spiritual communion will be included in the bulletin to accommodate those who choose to stay in their pew/seat.

Communicants will remain standing at appropriate distance.

Communicants will use hand sanitizer before receiving.

There will be no childcare offered.

Clergy and Lay Eucharistic Minister will decide on a case by case basis to visit parishioners with their consent.

Parishioner and visitor must agree on the proper protocols for Eucharistic or Pastoral Visits.













