

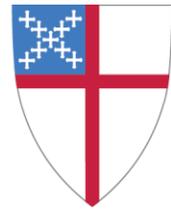


St. James Episcopal Church

knowing and serving God by serving others

3768 Germantown Pike, Collegeville, PA 19426

The Rev. Dr. Mike Sowards, Rector



Rules and Procedures for use of buildings of St. James' Episcopal Church

Based on the Bishop's "The Plan for Return" from The Episcopal Diocese of Pennsylvania (Please see Appendix A), St. James' Episcopal Church has developed the following protocols for operations during the "Yellow Phase" in Montgomery County.

These guidelines are required and must be adhered to. Any breach in said guidelines will result in the termination of use of the properties for individual/group use and all access (i.e., keys) will be relinquished.

Due to the pandemic, Covid-19, St. James' needs to maintain a safe, secure environment for everyone. The Director of Operations must be notified prior to any entrance into the building. This is for several reasons. First, given the new contact tracing requirement, a detailed list of each person who has entered a space needs to be complied with name, contact information, date, times, and rooms attended. Should we be asked to provide that information to the township if requested, there can not be any missing information. This includes simply entering the building and depositing mail into the mail slots, dropping off items for Altar Guild, watering plants, etc. For general entrance into the building such as work, volunteering as Altar Guild, cleaning, etc., this sign in will be in a log book in the parish foyer; for more private groups, such as AA and DAV, a separate list (Appendix B) will be recorded at each meeting and returned to the Director of Operations mail slot and will be kept in a confidential folder that will only be accessed in there is a health-related need to contact attendees.

This is also true for our Outreach Building, Glebe House, History Center, Garage and Shed. All properties of St. James' will need to have a running list of individuals at said locations.

No person is permitted entry into the building without proper face covering. Please be aware that this means both the mouth and nose area must be covered. In addition, we ask the following:

If you are hosting a meeting at St. James' the following must be adhered to:

1. An attendance list (Appendix B) needs to be collected and put into the Director of Operations mail slot with all members (including bystanders) that were in attendance. This list will be kept confidential and only distributed if requested by the county and/or state for health purposes.
2. No more than a total of 25 individuals may meet in any given time.
3. The Parish Hall is marked with tape for chairs to be arranged at a safe distance. This layout may not be altered.
4. No snacks, coffee, tea, water, or any other refreshments may be brought to the meeting and/or offered during the meeting time.

5. One door should be used to enter and to exit the building and the leader of the group is asked to wipe down door handles and light switches upon leaving the building.
6. Leaders of group meetings should provide hand sanitizer in a location attendees can easily see and use upon entering and leaving the meeting.
7. Bathrooms should be wiped down after use using disinfecting wipes.

For our Volunteers:

1. If you are volunteering to help such as the Outreach House, Altar Guild, Counting, etc., please make sure that you have notified the Director of Operations of the time, date and location you will be volunteering. If there is an electronic sign up in place for volunteering that link should be sent to office@stjames-episcopal.org in lieu of individuals contacting the office unless there has been a last minute cancellation/no-show/addition. In which case the office must be notified separately. It is up to the organizer of the electronic sign up to forward said information in a timely fashion for record keeping purposes.
2. Access to new keys. St. James' Church has re-keyed the exterior doors as well as all three office doors (Rector, Director of Operations/Communications and Director of Education/Music). Keys will need to be signed out through the office only and will be asked to be re-submitted should the guidelines not be followed. Keys for the offices will not be available.
3. Please understand that we are attempting to maintain the safest environment possible. When you contact the office about coming to the building, you may be asked to enter and exit using a specific door so that we have limited cross-contamination between cleanings if possible.

For our Office Staff:

1. Staff will be limited to our three full-time employees working in their respective offices with specific times for each.
2. We are assigning one bathroom per employee for the short-term and then asking the employee to wipe down bathroom at the end of the day.
3. Face masks will be worn when travel out of office to other locations in the building is necessary.
4. Our treasurer and accountant will have use of the downstairs office on Tuesday morning, Thursday morning and Fridays.
5. Staff will be asked to sign in and out on a communal log book for record keeping purposes.

Cleaning/Sexton Services:

1. We will engage All About Cleaning for twice weekly again, asking that they pay particular attention to all surfaces that are touched, such as light switches, door knobs (inside and out), bathrooms, offices, etc.

2. We will be asking our sexton to also wipe down surfaces such as door knobs, light switches, etc. and maintain trash.

Supplies:

1. Hand sanitizer stations will be throughout the building at all points of entry.
2. Wipes will be located throughout the building for use by individuals who enter the building.

Pledge drop-offs and other communications: A mailbox has been installed near the office door on the outside of the building. Should you choose to stop by, please drop payments and communications in the box in lieu of entering the building.

Please remember that you can always submit your pledge using on electronic banking system, Vanco. The link can be found on our website at www.stjames-episcopal.org.

As we continue to offer more access to the buildings and events/activities, some of these protocols are subject to change as we find it necessary.

If you are unsure of any specific need, question, please contact Lisa Reinhardt, Director of Operations/Communications at 610-489-7564 or office@stjames-episcopal.org

-----I have read the above guidelines and agree to all terms listed within.

Please initial above line and sign below.

Signature

Printed Name

Date

Email

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Phone Number