



Guidelines for Reopening St. David's (Radnor) Episcopal Church

St. David's (Radnor) Episcopal Church (STDC), in adherence to the Diocesan plan put forth by the Bishop, the Rt. Rev. Daniel Gutiérrez, have developed procedures for reestablishing in-person activities. These protocols are more conservative than the Commonwealth, but are keeping with CDC guidelines and may be amended at any time. The STDC reopening plan has been approved by both the Bishop and the Vestry.

STDC ENCOURAGES AT-RISK AND SYMPTOMATIC INDIVIDUALS TO STAY AT HOME

As STDC begins reconvening church gatherings, people in high-risk demographics are encouraged to not physically attend regular worship services. Vulnerable individuals (the elderly and people with certain underlying medical conditions) are encouraged to partake in live-stream worship and other online offerings.

STDC WILL EXERCISE BEST SANITATION PRACTICES

STDC will implement best sanitation practices. The following risk mitigation measures will be implemented:

- Masks are required for all staff, volunteers and individuals as they attend any indoor or outdoor event
- Hand sanitizer must be used upon entering the building
- The Parish Administrator, Receptionist and Ushers will have masks for those who forgot their own
- Sanitation stations will be available throughout key spaces in building and sanctuary
- All campus buildings will remain locked
- Volunteers entering building must be approved by Parish Administrator and scheduled with Diane Dowlin, the Office Manager
- All approved visitors must enter through Receptionist doorway and sign in with the Receptionist
- Receptionist will maintain attendance tracking with contact information (email or phone) in the event of a COVID case occurring at a meeting or event
- Restroom use discouraged; in case of emergency, use is limited to one individual and they must clean after use. Instructions will be posted.
- Signs will be posted indicating safe practice procedures on all campus exterior doorways
- Nurseries and childcare facilities will not be available
- Attendance capped at 25 in chapel and outside worship (including Clergy)
- Attendance capped at 15 for OA and AA groups in the Harrison Room
- Attendance capped at 10 for those working in the sheds

- Handshaking, hugging, kissing is not allowed
- The church has purchased an atomizer sprayer cleaner to disinfect used space
- Allow time after each event to sanitize space; a sign will be posted in each room-a red dot will indicate the space needs sanitizing and a green dot will indicate the space has been disinfected
- High traffic areas will be disinfected between uses
- The use of pew Bibles and hymnals will be prohibited

IN-PERSON WORSHIP

In-person worship will begin with the Vestry attending on Sunday, July 12. Worship will be open to the whole Parish on Sunday, July 19, and STDC will follow these guidelines for In-Person Worship:

- Sunday Worship service times:
 - STDC will continue to live-stream the 9:15am service (website, Facebook and YouTube)
 - STDC will have in-person worship at 8:00am Rite I in the Chapel (limit 25 people with Clergy)
 - STDC will have in-person worship at 9:15am Rite II in the Chapel (limit 25 people with Clergy)
 - STDC will have in-person worship at 11:30am Rite II in the Chapel (limit 25 people with Clergy)
 - STDC will have in-person worship at 5:00pm Rite II outside (limit 25 people, moved to Chapel in the event of rain)
- Parishioners will need to register for a service through SignUp by no later than the Wednesday prior to service. Or, they may call the office to schedule. If cancelled, registrations are not transferable. Access and instructions to SignUp as follows:

TO REGISTER FOR A SERVICE

- Click this link to register <https://signup.com/go/GayyWBU> (link on website homepage)
- Click the 'Sign Up' button next to the time you would like to register
- Enter your email address. Then click 'Continue' and finally 'Confirm'
- Under 'Participant's Name' write out *EACH NAME OF YOUR FAMILY MEMBER ATTENDING THE SERVICE*. For safety purposes, we must know all of the names in your party when you register to keep participation at 25. Your registration will not be complete unless all names are included
- Either click 'Add Another Person' to add a second person to your party, or click 'Save and Done' to complete registration
- You will receive an email confirmation with your registration

IF YOU NEED TO CANCEL YOUR REGISTRATION

- Either email Diane Dowlin at ddowlin@stdavidschurch.org to cancel your registration, OR
- Click 'View/Change My Commitments' in your email confirmation, OR click this link again: <https://signup.com/go/GayyWBU>
- Click the 'Continue as YOUR NAME' button
- Next to your registration time, where the 'Sign Up' button was, there is a button that says 'MY SPOTS.' Click the dropdown and select 'Remove.'
- Click 'Yes' when the prompt asks you if you're sure
- Parishioners may register every three weeks to give everyone in the Parish an opportunity to worship
- Doors will open 20 minutes before the service. Parishioners will enter the church in the following Manner:
 - The right Narthex doors will be opened and marked as the ingress into the Narthex

- Parishioners will sign in with the Usher. The Usher will have a registration sheet and will record all participants
 - Parishioners will pick up service bulletin before entering Sanctuary
 - Parishioners will enter through Sanctuary doors opened and marked as the ingress into worship
 - Parishioners (couples and single parishioners) will sit in pews marked with yellow tape on both ends of the pew and practice social distancing; families may sit in pews marked with red tape and are not required to socially distance from each other
- Parishioners will observe the following changes in worship:
 - The Passing of the Peace will be a wave, unless worshipping with family
 - Parishioners will receive standing Communion in the following manner:
 - Parishioners will walk to and stand at the Communion rail maintaining social distance
 - Parishioners may remove their masks when it is their turn
 - Parishioners will stand in front of Priest with an outstretched hand
 - Parishioners will partake of the bread (there will be no wine)
 - Parishioners will replace their mask
 - Parishioners will clean hands with Purell at station provided prior to returning to pew
 - Parishioners will enter pew on the side closest to their seat and will not cross in front of others
 - The vocal musical offerings will be pre-recorded; parishioners may hum, but not sing
 - Offering plates will not be passed; instead, tithes and offerings will be collected in a central collection box (a basket placed near the back of the sanctuary)
 - STDC encourages online giving; click link <https://stdavidschurch.org/giving/> to learn more about ways to give
 - Parishioners will return to seat for post Communion prayer, blessing and final hymn
 - Parishioners will exit the church in the following manner:
 - Clergy will remain in Chancel at end of service
 - Parishioners will egress through right opened and marked doors of Sanctuary
 - Parishioners will dispose of bulletins in marked recycle bin outside Sanctuary door
 - Parishioners will exit Narthex through right opened and marked doors and get into cars
 - There will be no social gatherings
 - Restroom use discouraged; in case of emergency, use limited to one individual and they must clean after use
 - Parishioners will observe same guidelines for outside worship

IN-PERSON STDC MINISTRY ACTIVITIES AND EVENTS

STDC has developed a schedule for staff that includes staggered in office timing beginning on Monday, July 6. Events may begin to be scheduled to request certain rooms and certain times. Both in-person and online Zoom activity requests must be scheduled through the Online and In-Person Event submission form found at <https://stdavidschurch.org/about/events/> on the website. The observance of this protocol is important as this will allow the church to control the use of resources, the number of

people in the building and allow ample time to clean. All events and activities must be approved by the Parish Administrator and/or the Rector. Please see further instructions below:

- Participants need to end all Zoom meetings at agreed upon times or the next group cannot get on
- Participants who have an event that uses another provider's Zoom account need to indicate that on the event submission form so that the event may be properly advertised
- Participants must honor all onsite start and ending times to allow for the Property Team to clean
- Time is built into each day to allow for volunteers to come into the church and work on any ministry projects. This must be scheduled directly with Diane Dowlin at ddowlin@stdavidschurch.org
- All event participants and volunteers must sign in and out at the reception desk, use hand sanitizer, wear a mask, wash their hands and observe social distancing
- All Bible Studies will remain online (via Zoom) until September

IN-PERSON STDC LARGE MINISTRY ACTIVITIES AND EVENTS

The Fair, The Gift Shop and the Art Gallery all submitted a reopening plan for a July 6 start date to the Bishop as well as to the Vestry and all plans were approved. These large ministries, as well as the Center for Spiritual Growth, function differently than some other ministries. Their operational models have had to be restructured and some are in the process of moving online. Please see below for specifics:

- The Fair will begin to allow volunteers into the sheds at scheduled intervals to begin sorting. All scheduling will be done by the Fair booth chairs, in collaboration with Elizabeth Lowy, Fair Chair and Eileen Kraut, Co-Fair Chair. Any individuals wishing to volunteer their time or their ideas may reach out to Elizabeth & Eileen, or the booth chair (if known). Their respective emails are Elizabeth.lowy@gmail.com and eileenkraut@yahoo.com. All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation, including limiting the number of volunteers in the sheds to be in line with CDC recommendations for social distancing, use of hand sanitizer, and wearing of masks. A list of sorting volunteer opportunities will be forth coming and listed on the fair website.
- The Gift Shop will reopen and provide curbside pickup or delivery and/or limited guest access into the shop by appointment. These reopening plans will be communicated to the Parish over the summer. If you would like to volunteer or if you would like to purchase something prior, please contact Gift Shop Manager, Margie Winters, at giftshop@stdavidschurch.org. All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation.
- The Art Gallery will move online this summer. Artists will submit their work (and will be physically displayed in the Gallery), and keep their pricing under \$200 per piece. These works will be presented on the Art Gallery section of the website as well as on social media. Any questions should be directed to Nereida Gordon at artgallery@stdavidschurch.org. All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation.
- The Center for Spiritual Growth will begin their individual and group Spiritual Direction sessions. Individuals with questions or interest should contact Gillian Waldron at gillian517@gmail.com. All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation.

IN-PERSON COMMUNITY GROUP ACTIVITIES

- Recovery groups
 - AA and OA may only use the Harrison Room
 - Recovery Group leaders must maintain their own sign in registers on behalf of STDC and in the interest of privacy for the participants
 - AA and OA limited to 15 participants in the Harrison Room
 - AA Group times:
 - Mondays at Noon
 - Tuesdays at 5:45pm
 - Thursdays at 5:45pm
 - Saturdays at 8:30am
 - Sundays at 8:00pm
 - All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation
- Community Groups
 - Must complete an In-Person and Online Submission form on the website; event must be approved prior to scheduling
 - All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation
- Vendors
 - All campus vendors must be scheduled with the Property Manager or the Parish Administrator
 - All vendors require permission from Rectory or Parish house prior to entering to do any work
 - All vendors must be scheduled and must be compliant with all afore-mentioned best practices for sanitation

IN-PERSON SACRAMENTAL GATHERINGS

- The church will begin to schedule weddings and baptisms. All best practice sanitation protocols will be observed and participation will be limited to 25, including Clergy. Scheduling will go through the Clergy at clergy@stdavidschurch.org. All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation.
- The church will now allow burials and interments, again following best practice sanitation protocols and limiting participation to 25, including Clergy. Scheduling will go through the Clergy at clergy@stdavidschurch.org. All attendance, volunteering or patronage must be scheduled and must be compliant with all afore-mentioned best practices for sanitation.

FOLLOWING REASONABLE STATE AND LOCAL GUIDANCE

STDC has followed the Commonwealth's guidelines found here <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>. Throughout this process, STDC will remain flexible and aware of the approaches the state, local governments and Diocese recommend. These plans may be amended at any time and any adjustments will be made known to the Parish.