

# **CHURCH REOPENING GUIDELINES AND PROCEDURES**

**Approved by Session: July 12, 2020**



**St. James Presbyterian Church**  
**Church Reopening – Guidelines and Procedures**

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**LETTER FROM SESSION**  
**Guide to Church Activities During the COVID-19 Pandemic**

Church life at St. James has taken on quite a different look since COVID-19 took hold in our city. Though we know there is no perfect substitute for gathering together in person, we hope you are taking part in our gatherings online—whether that’s worshipping via Zoom, our website or on Facebook, participating in our virtual coffee hour after service on Sundays or visiting with church friends by phone, email or online.

Following its meeting on May 10, Session appointed a church reopening task force to create guidelines and procedures that will allow us to resume in-person church activities in a safe manner as we move through Washington State’s phased reopening plan. In developing this guidance, the task force studied what is currently known on the mechanics of virus transmission (both airborne and surface transmission) and drew from two main sources:

- [Safe Start Washington](#) by Washington State
- [Recommendations on Reopening Congregations](#) by the Northwest Coast Presbytery

Session approved these guidelines and procedures on July 12. The guidance document is based on Washington’s four-phased approach to reopening and will guide all church activities until there is a vaccine that is widely available and widely used. The task force will remain in place throughout all four phases of reopening, and church guidelines and procedures will be updated as state, local and presbytery recommendations and guidance evolve.

Please know that these guidelines and procedures have been developed with attention to our specific circumstances and demographics at St. James. There is no one-size-fits-all approach to reopening. Session must do what it feels is right to protect the people of St. James. The decisions we make can mean the difference between life and death, and Session believes it’s best to err on the side of caution.

A few notes: As we move into a new phase, it may take time to ramp up our operations since there is volunteer training involved. We ask that you please be patient. We are trying to open our building in the safest manner possible. It is possible that based on virus activity and metrics defined by the state, Whatcom County could be moved back into a prior phase with more restrictions. Additionally, until there is a vaccine that is widely available and in use, no guideline or procedure is 100% foolproof in keeping you healthy. Every member of this community will need to make the decision on when it’s best to come back to St. James. Those at higher risk of complications from COVID-19 are encouraged to worship from home until Phase 4. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)

Further, until there is a vaccine that is widely available and in use, all those ages 3 and up who come through our doors will be required to wear a mask and maintain social distancing guidelines while in the

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church building. If you cannot wear a mask or prefer not to wear a mask, we ask that you worship at home. This decision—as well as our other guidelines and procedures—are to protect the people of this community.

Thank you.

Session of St. James Presbyterian Church

### **Session Members**

- Lindsay Anderson
- Mark Beaty
- Aaron Caruso
- Sarah Condreay
- Carol Dellecker
- Susan Diemont-Conwell
- Faye Hill
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### **Task Force Members**

- Susan Diemont-Conwell (Chair)
- Mark Beaty
- Carol Dellecker
- Rick Seater
- Seth Thomas

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**SUNDAY MORNING CHURCH ACTIVITIES**

**Phase 1**

- No in-person worship service.
- Worship is available online.
- Building closed.

**Phase 2**

- At the discretion of the Session, worship service may be held in the church building. The in-person service will then be livestreamed from the church.
- A maximum of 47 people may attend in-person worship service in the sanctuary.
- Though not a requirement, those at higher risk of complications from COVID-19 are encouraged to worship from home. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)
- Enter through office door. Exit through narthex doors.
- All persons entering the building must take their temperature via a wall-mounted, no-touch thermometer and wear a mask.

**Worship Leaders**

- Stay home if you have experienced symptoms within the last 48 hours or if you suspect you may have been exposed to someone with COVID-19. Symptoms include cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell.
- Office door is to be used as an entrance. All other doors are locked.
- Position volunteer(s) outside of office entrance near a table, which has a collection of masks, hand sanitizer and printed bulletins (for those who are not following the service via a smartphone app).
- Once the Phase 2/ Phase 3 attendance limit is achieved, the entrance door will be closed and locked. A sign will be placed on the entrance door to express the church's apologies and policy.
- Keep all doors open to the sanctuary to minimize touchpoints.
- All participants must wear a mask at all times while inside the church building and take temperature via the wall-mounted, no-touch thermometer at the entrance door.
- All participants must maintain a distance of 6 feet minimum from anyone who is not from their own household.
- No nursery. No Godly Play classes. No children coming forward for the children's message.
- No in-person adult education classes. Out of consideration for those who are at higher risk of complications from COVID-19, consider holding adult education classes online.
- Remove hymnals, Bibles, pew pads and other material from pews. No name tags.
- No singing or humming during service.

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- No choir activities.
- No use of wind instruments. Employ string instruments and handbells (if participants are properly distanced).
- Minimize congregational responses in the liturgy.
- Employ alternative ways of passing the peace to maintain social distance.
- No serving of the Lord's Supper while masks are a requirement during worship.
- Encourage online giving but have a basket at the back of the sanctuary for those wanting to give in person. Those handling the offering after service must wear gloves.
- Ensure outside narthex doors are open at the end of service so congregants may easily exit the church building.
- No indoor fellowship after service. Outdoor fellowship allowed. No food or drink served. All participants must wear masks and maintain a distance of 6 feet minimum from anyone who is not from their own household.

#### **Worship Participants**

- Though not a requirement, those at higher risk of complications from COVID-19 are encouraged to worship from home. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)
- Stay home if you have experienced symptoms within the last 48 hours or if you suspect you may have been exposed to someone with COVID-19. Symptoms include cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell.
- Take temperature upon entering building via the no-touch thermometer at the entrance door.
- All congregants (ages 3 and up) must wear a mask at all times while inside the church building.
- All congregants must maintain a distance of 6 feet minimum from anyone who is not from their own household.
- Sit in a pew that is not roped off.
- All children must stay in the pew with their family. No nursery services. No Godly Play classes. No children coming forward for the Children's Message during service.
- No singing or humming while inside the church building.
- No indoor gathering before or after service.
- Exit through the narthex doors.
- If participating in outdoor fellowship after service, you must wear a mask and maintain a distance of 6 feet minimum from anyone who is not from your household.

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### Phase 3

- At the discretion of the Session, worship service may be held in the church building. The in-person service will then be livestreamed from the church.
- A maximum of 47 people may attend in-person worship service in the sanctuary. Provided there is an usher available and stationed at the entrance to the balcony, a maximum of 12 people may attend service in the balcony.
- Though not a requirement, those at higher risk of complications from COVID-19 are encouraged to worship from home. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)
- Enter through office door. Exit through narthex doors.
- All persons entering the building must take their temperature via a wall-mounted, no-touch thermometer and wear a mask.

### Worship Leaders

- Stay home if you have experienced symptoms within the last 48 hours or if you suspect you may have been exposed to someone with COVID-19. Symptoms include cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell.
- Office door is to be used as an entrance. All other doors are locked.
- Position volunteer(s) outside of office entrance near a table, which has a collection of masks, hand sanitizer and printed bulletins (for those who are not following the service via a smartphone app).
- Once the Phase 2/ Phase 3 attendance limit is achieved, the entrance door will be closed and locked. A sign will be placed on the entrance door to express the church's apologies and policy.
- Keep all doors open to the sanctuary to minimize touchpoints.
- All participants must wear a mask at all times while inside the church building and take temperature via the wall-mounted, no-touch thermometer at the entrance door.
- All participants must maintain a distance of 6 feet minimum from anyone who is not from their own household.
- No nursery. No Godly Play classes. No children coming forward for the children's message.
- No in-person adult education classes. Out of consideration for those who are at higher risk of complications from COVID-19, consider holding adult education classes online.
- Remove hymnals, Bibles, pew pads and other material from pews. No name tags.
- No singing or humming during service.
- No choir activities.
- No use of wind instruments. Employ string instruments and handbells (if participants are properly distanced).
- Minimize congregational responses in the liturgy.
- Employ alternative ways of passing the peace to maintain social distance.
- No serving of the Lord's Supper while masks are a requirement during worship.



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- Encourage online giving but have a basket at the back of the sanctuary for those wanting to give in person. Those handling the offering after service must wear gloves.
- Ensure outside narthex doors are open at the end of service so congregants may easily exit the church building.
- No indoor fellowship after service. Outdoor fellowship allowed. No food or drink served. All participants must wear masks and maintain a distance of 6 feet minimum from anyone who is not from their own household.

#### **Worship Participants**

- Though not a requirement, those at higher risk of complications from COVID-19 are encouraged to worship from home. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)
- Stay home if you have experienced symptoms within the last 48 hours or if you suspect you may have been exposed to someone with COVID-19. Symptoms include cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell.
- Take temperature upon entering building via the no-touch thermometer at the entrance door.
- All congregants (ages 3 and up) must wear a mask at all times while inside the church building.
- All congregants must maintain a distance of 6 feet minimum from anyone who is not from their own household.
- Sit in a pew that is not roped off.
- All children must stay in the pew with their family. No nursery services. No Godly Play classes. No children coming forward for the Children's Message during service.
- No singing or humming while inside the church building.
- No indoor gathering before or after service.
- Exit through the narthex doors.
- If participating in outdoor fellowship after service, you must wear a mask and maintain a distance of 6 feet minimum from anyone who is not from your household.

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### Phase 4

#### ***Note: Requirements until a vaccine is widely available and widely used***

- A maximum of 47 people may attend in-person worship service in the sanctuary. Provided there are ushers available to be stationed at the balcony entrance and fellowship hall, a maximum of 12 people may attend service in the balcony and a maximum of 50 people may attend worship in the fellowship hall.
- Per Washington State guidelines, those at higher risk of complications from COVID-19 may resume public interactions, however, the Session cautions that no guideline or procedure is 100% foolproof in keeping you healthy. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)
- Enter through office door. Exit through narthex doors.
- All persons entering the building must take their temperature via a wall-mounted, no-touch thermometer and wear a mask.
- All persons entering the building must sign in at the office door.

#### **Worship Leaders**

- Stay home if you have experienced symptoms within the last 48 hours or if you suspect you may have been exposed to someone with COVID-19. Symptoms include cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell.
- Office door is to be used as an entrance. All other doors are locked.
- Position volunteer(s) outside of the main entrance near a table, which has a collection of masks, hand sanitizer and printed bulletins (for those who are not following the service via a smartphone app).
- Once the maximum number of people has entered the building, office door should be closed and locked. Outside sign or sign on the door will express the church's apologies and sanctuary/balcony capacity guidelines.
- Keep all doors open to the sanctuary to minimize touchpoints.
- All participants must wear a mask at all times while inside the church building and take temperature upon entering building via the wall-mounted, no-touch thermometer at the entrance door.
- All participants must maintain a distance of 6 feet minimum from anyone who is not from their own household.
- No nursery. No Godly Play classes. No children coming forward for the children's message.
- No in-person adult education classes. Out of consideration for those at higher risk of complications from COVID-19, consider holding adult education classes online.
- Remove hymnals, Bibles, pew pads and other material from pews. No name tags.
- No singing or humming during service.
- No choir activities.

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- No use of wind instruments. Employ string instruments and handbells (if participants are properly distanced).
- Minimize congregational responses in the liturgy.
- Employ alternative ways of passing the peace to maintain social distance.
- No serving of the Lord's Supper while masks are a requirement during worship.
- Encourage online giving but have a basket at the back of the sanctuary for those wanting to give in person. Those handling the offering after service must wear gloves.
- Outdoor fellowship strongly encouraged. If holding fellowship inside the church building, fellowship coordinators must reserve room in advance and must adhere to room capacity and disinfecting instructions (collocated with disinfectant and PPE). For both indoor and outdoor fellowship, no food or drink served, all participants must wear a mask and maintain a distance of 6 feet from anyone who is not from their own household.
- Ensure narthex doors are open at the end of service so congregants may easily exit the church building.

#### **Worship Participants**

- Per Washington State guidelines, those at higher risk of complications from COVID-19 may resume public interactions, however, the Session cautions that no guideline or procedure is 100% foolproof in keeping you healthy. (See Guidance on Persons at Higher Risk of COVID-19 Complications.)
- Stay home if you have experienced symptoms within the last 48 hours or if you suspect you may have been exposed to someone with COVID-19. Symptoms include cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell.
- All congregants (ages 3 and up) must wear a mask at all times while inside the church building.
- Take temperature upon entering building via the wall-mounted, no-touch thermometer at the entrance door.
- All congregants must maintain a distance of 6 feet minimum from anyone who is not from their own household.
- Sit in a pew that is not roped off.
- All children must stay in the pew with their family. No nursery services. No Godly Play classes. No children coming forward for the Children's Message during service.
- No singing or humming while inside the church building.
- If participating in indoor or outdoor fellowship after service, you must wear a mask and maintain a distance of 6 feet minimum from anyone who is not from your household.
- Exit through the narthex doors.

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**PASTORAL CARE FOR DEACONS**

**Phase 1**

- To protect those at higher risk of complications from COVID-19, no in-person meetings. Instead, deacons should call, email/write and/or hold online meetings with those needing pastoral care.

**Phase 2**

- To protect those at higher risk of complications from COVID-19, no in-person meetings. Instead, deacons should call, email/write and/or hold online meetings with those needing pastoral care.

**Phase 3**

- To protect those at higher risk of complications from COVID-19, no in-person meetings. Instead, deacons should call, email/write and/or hold online meetings with those needing pastoral care.

**Phase 4**

***Note: Requirements until a vaccine is widely available and widely used***

- To protect those at higher risk of complications from COVID-19, no in-person meetings. Instead, deacons should call, email/write and/or hold online meetings with those needing pastoral care.

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**CHURCH MEETINGS/EVENTS: Higher risk persons**

Definition: Meetings/events—excluding Sunday morning church activities—that include participants who are at higher risk of complications from COVID-19. This includes those who are 65 years and older. (See Guidance on Persons at Higher Risk of COVID-19 Complications.) Note: Guidance for Sunday morning church activities can be found in the Sunday Morning Church Activities section of this guidance document.

**Phase 1**

- No in-person meetings/events. Meet online or via phone or email.

**Phase 2**

- Out of consideration for those at higher risk of complications from COVID-19, meeting/event leader should hold meetings online or via phone or email.
- If an in-person meeting/event is necessary, meeting/event should preferably be held outside.
- All participants who enter the building must sign in at the entrance door.
- Meetings/events are limited to 5 participants or room capacity, whichever is lower.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

**Phase 3**

- Out of consideration for those at higher risk of complications from COVID-19, meeting/event leader should hold meetings online or via phone or email.
- If an in-person meeting/event is necessary, meeting/event should preferably be held outside.
- All participants who enter the building must sign in at the entrance door.
- Meetings/events are limited to 10 participants or room capacity, whichever is lower.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

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**Phase 4**

***Note: Requirements until a vaccine is widely available and widely used***

- Out of consideration for those at higher risk of complications from COVID-19, meeting/event leader should hold meetings online or via phone or email.
- If an in-person meeting/event is necessary, meeting/event should preferably be held outside.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

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**CHURCH MEETINGS/EVENTS: 10 to 64 years**

Definition: Meetings/events—excluding Sunday morning church activities—that include participants who are between 10 and 64 years old and do not include anyone at higher risk of complications from COVID-19. (See Guidance on Persons at Higher Risk of COVID-19 Complications.) Note: Guidance for Sunday morning church activities can be found in the Sunday Morning Church Activities section of this guidance document.

**Phase 1**

- No in-person meetings/events. Meet online or via phone or email.

**Phase 2**

- In-person meetings/events may resume, however, outdoor meetings/events strongly recommended.
- Meetings/events are limited to 5 participants or room capacity, whichever is lower.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

**Phase 3**

- In-person meetings/events may resume, however, outdoor meetings/events strongly recommended.
- Meetings/events are limited to 10 participants or room capacity, whichever is lower.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

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#### Phase 4

#### ***Note: Requirements until a vaccine is widely available and widely used***

- In-person meetings/events allowed, however, outdoor meetings/events strongly recommended.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.



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**CHURCH MEETINGS/EVENTS: 9 years and younger**

Definition: Meetings/events—excluding Sunday morning church activities—that include participants who are 9 years old and younger and do not include anyone at higher risk of complications from COVID-19. (See Guidance on Persons at Higher Risk of COVID-19 Complications.) Note: Guidance for Sunday morning church activities can be found in the Sunday Morning Church Activities section of this guidance document.

**Phase 1**

- No in-person meetings/events. Meet online or via phone or email.

**Phase 2**

- Unless absolutely necessary, no in-person meetings/events. Meet online or via phone or email.
- If an in-person meeting/event is absolutely necessary, meeting/event should preferably be held outside.
- Meetings/events are limited to five participants or room capacity, whichever is lower.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

**Phase 3**

- Unless absolutely necessary, no in-person meetings/events. Meet online or via phone or email.
- If an in-person meeting/event is absolutely necessary, meeting/event should preferably be held outside.
- Meetings/events are limited to 10 participants or room capacity, whichever is lower.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.

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- For both indoor and outdoor meetings/events, no food or drink served.

#### Phase 4

#### ***Note: Requirements until a vaccine is widely available and widely used***

- Unless absolutely necessary, no in-person meetings. Meet online or via phone or email.
- If an in-person meeting/event is absolutely necessary, meeting/event should preferably be held outside.
- If meeting/event needs to be held inside the church building, meeting/event leader must reserve room in advance and must adhere to the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- All participants who enter the building must sign in at the entrance door.
- All participants must wear a mask, take temperature at the entrance door and maintain a distance of 6 feet minimum from anyone who is not from their own household.
- For both indoor and outdoor meetings/events, no food or drink served.

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**TENANT MEETINGS/BUILDING USE**

**Phase 1**

- No tenant building use.

**Phase 2**

- Tenants with a total of 5 or less participants may apply to the St. James Building Use Coordinator for special use.
- Tenants must complete a Tenant Use Request Questionnaire.
- For instructional or educational purposes, the limit is five students plus 1 instructor.
- Permission to use the building shall not be granted until the tenant has signed a new contract, stating that they have received, read and agree to abide by the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- No indoor serving of food or drink while masks remain a requirement of building use. Kitchen is closed.

**Phase 3**

- If permission has not already been granted in a previous phase, tenant must apply to St. James Building Use Coordinator before use. Tenant activity is limited to a maximum of 10 participants.
- Tenants must complete a Tenant Use Request Questionnaire.
- Permission to use the building shall not be granted until the tenant has signed a new contract, stating that they have received, read and agree to abide by the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- No serving of food or drink while masks remain a requirement of building use. Kitchen is closed.

**Phase 4**

***Note: Requirements until a vaccine is widely available and widely used***

- If permission has not already been granted in a previous phase, tenant must apply to St. James Building Use Coordinator before use.
- Tenants must complete a Tenant Use Request Questionnaire.
- Permission to use the building shall not be granted until the tenant has signed a new contract, stating that they have received, read and agree to abide by the St. James Building Use: General Guidelines and Requirements; Scheduling Building Use; Building Disinfecting Guidelines; and Building and Room Capacity Requirements.
- No serving of food or drink while masks remain a requirement of building use. Kitchen is closed.

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**BUILDING USE**

**General Guidelines and Requirements**

**Before Entering Building**

To gain building access, you must answer “NO” to the following questions:

1. Are you CURRENTLY SICK with any of the following symptoms: cough, fever, chills, muscle pain, shortness of breath/difficulty breathing, sore throat or a new loss of taste or smell?
2. Have you had CLOSE PERSONAL CONTACT with anyone who has been diagnosed or awaiting test results for COVID-19 in the past 14 days?

If you answered YES to either question, DO NOT enter the church building.

If you answered NO to both questions, you may proceed with the following conditions:

You must agree to:

- Review and comply with all St. James COVID-19 procedures.
- Properly wear a mask at all times.
- Use only designated entry and exit points.
  - NOTE: This does not apply during emergency situations.
- Maintain social distancing.
- Notify the St. James at (360)733-1325 if you become sick after participating in a tenant activity.

**Entering Building**

- Enter using the designated entry point (exterior door at mailbox).
- Use the hands-free, wall-mounted thermometer for temperature screening.
  - If the alarm sounds, exit immediately via the designated exit point.
- Record your name, email address and phone number in the logbook using a pen from the “clean” cannister. Place used pen in the “dirty” cannister for disinfecting.
  - NOTE: Name-only is required on subsequent sign-ins.
- Proceed directly to your designated activity room.
- Do not loiter in common areas.

**Exiting Building**

- Prior to leaving, note any unsafe conditions, lack of supplies or suggestions for process improvements and place comments in the box immediately adjacent to the exit point.
- Dispose of any used disinfecting supplies or PPE in trash receptacles provided.
- Depart using the designated exit point (right-hand narthex doors).

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**Emergency Procedures**

Individuals with symptoms of COVID-19 should immediately return home and contact their healthcare provider to screen for testing for COVID-19.

Should a person fall ill while at St. James:

- Identify a location where the person can be isolated from others until safely transported home or to a healthcare facility.
- Inform individuals who have had close contact with the person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow Washington Department of Health guidance if symptoms develop.
- Advise sick staff members to go home and isolate, call their health care provider and not return until they have met Washington Department of Health criteria to discontinue home isolation.
- Close off areas used by a sick person and do not use them until after these areas have been cleaned and disinfected. Wait 24 hours before cleaning and disinfecting.
- The church office will contact the Church Reopening Task Force, and a member of the task force will notify the Whatcom County Health Department of the confirmed case of COVID-19, or if two or more possible cases are identified within 14 days of each other. Contact information: (360) 778-6100 or (360) 715-2588 (after hours).

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**Scheduling Building Use**

- All meetings must be scheduled through the church office by email (office@saintjamespres.org).
- Meetings may not start early.
- Meetings shall end on time.
- Individuals/groups must vacate the building promptly at the scheduled end time.
- A copy of the current building schedule shall be posted on the bulletin board next to the church office. In case of conflict, the schedule posted in this location shall be the determining factor for building use.
- The Building Use Coordinator, or designee, shall have final approval authority for scheduled use of the building. The Building Use Coordinator/designee SHALL keep the building schedule up to date.
- Any change to the posted schedule requires the approval of the Building Use Coordinator/designee. Tenants impacted by a schedule change shall be notified within 30 minutes of making the change. If notification is via voicemail, a follow-up email must also be sent.

**Scheduling Guidelines**

- For planning purposes, a scheduled event will include the items below:
  - Event start times should be on the hour or on the half hour.
  - There will be a 30-minute gap between events scheduled in the same room.
  - The total duration for an event should include the following:
    - Actual event
    - Room/building disinfecting time, a minimum of 10 minutes is suggested.
    - At least 15 minutes of deconfliction time after disinfecting so one group has time to get clear of the building before the next group enters. Large groups will need additional time.

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**Building Disinfecting Guidelines**

Groups utilizing St. James spaces will be required to disinfect “high-touch surfaces” immediately following their activities. See details under Disinfecting below.

For the purpose of this document, it is necessary to differentiate between **cleaning** and **disinfecting**:

- **Cleaning** involves soap and water application, mopping, dusting, vacuuming and other activities associated with the normal maintenance and upkeep of the building. These duties will be performed by the St. James janitorial service.
  
- **Disinfecting** is the application of disinfectants with the specific purpose of killing the COVID-19 virus. Groups utilizing spaces at St. James are required to disinfect high-touch surfaces related to their activities. High-touch surfaces include but are not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. Disinfecting supplies and instructions are provided.

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**Building and Room Capacity Requirements**

Participating activities are required to abide by guidelines found in [WASHINGTON'S PHASED APPROACH, Reopening Business and Modifying Physical Distance Measures](#).

**Phase 1**

- Building closed.

**Phase 2**

Per Washington State guidelines:

- Social activities must limit contact, excluding family members, to 5 people per week.
- Church gatherings are limited to 25% of room capacity or up to 200 people, whichever is less, so long as 6 feet of physical distancing can be achieved between households.
- Business/employer activities must limit contact to 5 people per scheduled event.

During Phase 2, activities must not exceed the capacity limit posted for each room. These limits are:

**UPPER LEVEL**

Interfaith	Interfaith-only
Upper Meeting Room	Interfaith-only
Balcony	Closed

**MAIN LEVEL**

Sanctuary	47
Horizon Room	5
Lounge	4
Church Office	2
Pastor's Office	3
CFM	2
Youth Room	1
Library	3

**LOWER LEVEL**

Fellowship Hall	5
Godly Play	5
Meditation Room	4
Resource Room	4
Bayside Co-op	5



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### **Phase 3**

Per Washington State guidelines:

- Social activities allow for no more than 10 people.
- Church gatherings permit up to 50% of room capacity or up to 400 people, whichever is less, so long as 6 feet of physical distancing can be achieved between households. Cloth face coverings are required for all participants. Additional attendees are permitted to attend simultaneous services if the organization has a separate freestanding building or separate rooms within the main building, provided that each separate building or room used must have its own accessible (1) outdoor entrance/exit; and (2) bathrooms for all participants. The entrance/exit and bathrooms must be separate from those used for the main building or room and from all other buildings or rooms used by the organization for simultaneous services. If the above requirements are met, the organization may conduct simultaneous services (whether by livestream or otherwise) with up to 50% of the room’s capacity or up to 400 people, whichever is less, so long as 6 feet of physical distancing between households can be (and is) maintained at all times. Business/employer activities allow for ≤ 50% capacity, not to exceed 10 people.

During Phase 3, activities must not exceed the capacity limit posted for each room. These limits are:

#### **UPPER LEVEL**

Interfaith	Interfaith-only
Upper Meeting Room	Interfaith-only
Balcony	12

#### **MAIN LEVEL**

Sanctuary	47
Horizon Room	10
Lounge	10
Church Office	2
Pastor's Office	3
CFM	2
Youth Room	1
Library	3

#### **LOWER LEVEL**

Fellowship Hall	50
Godly Play	10
Meditation Room	4
Resource Room	4
Bayside Co-op	10

NOTE: The maximum total building capacity is 159 people.

# St. James Presbyterian Church

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### Phase 4

**Note: Requirements until a vaccine is widely available and widely used**

- Gathering (social, spiritual) activities allow for greater than 50 people.

During Phase 4, activities must not exceed the capacity limit posted for each room. These limits are:

#### **UPPER LEVEL**

Interfaith	Interfaith-only
Upper Meeting Room	Interfaith-only
Balcony	12

#### **MAIN LEVEL**

Sanctuary	47
Horizon Room	11
Lounge	10
Church Office	2
Pastor's Office	3
CFM	2
Youth Room	1
Library	3

#### **LOWER LEVEL**

Fellowship Hall	50
Godly Play	10
Meditation Room	4
Resource Room	4
Bayside Co-op	22

NOTE: Phase 4 capacity is limited by physical distancing requirements for high-risk populations.

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**GUIDANCE DOCUMENTS**

**Guidance on Persons at Higher Risk of COVID-19 Complications**

People 65 years and older and those with underlying health conditions are at higher risk of complications from COVID-19.

Underlying health conditions include:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

References:

<https://coronavirus.wa.gov/information-for-you-and-your-family/adults-65-and-over>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk.pdf>

<https://www.governor.wa.gov/sites/default/files/20-25.4%20-%20COVID-19%20Safe%20Start.pdf>

[https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%201%20to%203%20Religious%20and%20Faith%20Based%20OrganizationGuidance.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%201%20to%203%20Religious%20and%20Faith%20Based%20OrganizationGuidance.pdf?utm_medium=email&utm_source=govdelivery)

<https://www.governor.wa.gov/sites/default/files/COVID19%20Phase%201%20to%203%20Religious%20and%20Faith%20Based%20OrganizationGuidance.pdf>

<https://www.governor.wa.gov/sites/default/files/Memo%20SafeStart%20Changes%207.28.pdf>

[https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.governor.wa.gov/sites/default/files/SafeStartPhasedReopening.pdf?utm_medium=email&utm_source=govdelivery)

<https://coronavirus.wa.gov/what-you-need-know/safe-start/whats-open-each-phase>

*Church Reopening Guidelines and Procedures: Version 7 (updated 9/7/2020)*