

St. Matthew's Returning to Church Safely Plan

Entrance: All people will enter (with social distancing) on the "alley side" of the Narthex which is accessible for all.

- There will be a greeter who will check temperatures and record contact information for tracing purposes. (The Altar party, priest, and organist will have already had their temperatures checked one-half hour before the service.) Temperature must be less than 100.4, or the person will be told to return home until a later time. (Contact information will be kept safely in the church office for tracing purposes.) Everyone must be masked, or be provided a mask before entering.
- There will also be an usher who will direct person entering to the table where they can pick up a bulletin and where there will be hand sanitizer available as well. Both the "Alley side" door and the doors to the Nave will be propped open so no one has to touch any knobs or latches. The usher will direct persons entering to every third pew where seating area(s) are clearly marked. There will be an offering plate on the left side of the aisle for those who wish to use offering envelopes. The plate will be moved to a safe place until counters come to count the money (using masks and social distancing).
- Tissues and waste containers will be available near seating pews. Since we will be having only one service per week, prayer books and hymnals can remain in the pews. Prayer books and hymnals may be shared by family groups seated together only.
- Hand sanitizers will be stationed at both bathroom doors. Only one person at a time for each bathroom.
- The organist will be social distant from the altar party.
- Before the service, the priest will make the following announcements:
 - Masks must be worn at all times, covering the nose and mouth.
 - Communion in one kind only.
 - Social distancing will be observed during the distribution of communion.
 - Wafers will be placed in a small plastic cup evenly spaced on tray which will be brought to a table at the crossing so that no stairs have to be accessed.

- Singing is prohibited due to additional distancing needed.
 - Passing of the Peace will be either verbal or gestured with everyone remaining in the pew.
 - Coffee hour is suspended for the summer.
- The altar party (priest, thurifer, crucifer) will enter from the Epistle side of the front of the church and process to the altar.
- The Gospel procession will be the priest only.
- The wafers will be consecrated while covered by a cloth. Communion will be in one kind only.
- After receiving communion (observing social distancing), communicants should discard their own plastic cups in the wastebaskets provided and return to their pews.
- Altar party will process after the service into the sacristy.
- Usher will direct people to exit on the accessible “alley side” of the Narthex, keeping social distancing.
- The altar guild will clean up later in the week.
- The church will be cleaned as per the Commonwealth of Pennsylvania pandemic guidelines.
- During the week, all persons entering and working in the facility will wear masks, wash hands, and use hand sanitizers frequently.
- There will be no outside groups or church activities in the kitchen and/or Canterbury room through the summer.

- A letter/email containing all these new procedures will be mailed to all concerned and will be in the bulletin on Sunday.