



## St Martin's Reopening Protocols

### Summary

The protocols for reopening St Martin's for worship center on the safety of the parishioners and clergy and include information on wearing masks, social distancing, contact tracing, and cleaning. Below is a summary of changes made to the Sunday services to allow limited in-person worship. Zoom access will continue.

Make reservations for a worship service from the St Martin's website; worshipers will also be asked to sign a "Covenant for Re-Gathering In Worship" agreeing to the rules for in-person worship.

Please plan to arrive at least 15 minutes before the start of the service. Even with reservations seating will be on a first-come/first-serve basis. Worshipers not seated by 10:30 run the risk of losing their reservation.

Masks must be worn at all times during the service (except for when consuming the wafer at communion). Social distancing must also be practiced at all times.

There will be music but no singing by the worshipers. And, unless otherwise noted, there will be incense at the Sunday services.

Please do not come to the service if you have a temperature, are feeling ill, or think that you might have been exposed to someone infected with the Covid-19 virus. A Covenant should be signed to this effect and will be kept on file in the Church office.

The Nave is limited to a maximum of 32 worshipers spread over 8 pews (indicated in green, see diagram) with a maximum of 4 worshipers per pew. Ushers will direct worshipers to a pew beginning at the front of the Nave. To maintain proper social distancing the first 2-1/2 feet of each occupied pew, nearest the center aisle, have been blocked off and cannot be occupied during the service. Entry and egress to the pews should be from the center aisle only (as directed by an usher; see worshipers' protocol below). The side aisles should only be used in cases of emergency.



The altar area is limited to 2 participants: the priest and a reader.

Incense will be used at most services. One service a month will be designated a “no incense” service, usually the last Sunday of the month. But please check with the Church before making reservations if you are sensitive to incense as its use may change with the Church calendar.

During the service, access to the rest room is from the center aisle only (as marked, see diagram). Please be mindful of traffic in the hallway and maintain social distancing when necessary.

Communion will be wafers only and will be distributed to the pews by Fr. Rob (see worshiper and usher protocols).



## Worshiper protocol

Make reservations for a worship service from the St Martin's website (see the reservation protocol); the deadline for reserving a space is the Friday before the Sunday service, or when we have reached capacity, whichever comes first). Reservations are per pew so keep in mind that a maximum of 4 people can be accommodated per pew. If there are more than 4 people in your family then reserve 2 pews.

Please do not come to the service if you have a temperature, are feeling ill, or think that you might have been exposed to someone infected with the Covid-19 virus. A covenant should be signed to this effect and will be kept on file in the Church office.

[Note: There is not enough room to hold two families in a single pew. However, there is enough room to hold 2 individuals from different households. If you would like to attend a service on your own we recommend inviting another individual to become a "worship buddy" and making one reservation for both of you. The pew is long enough to practice social distancing.]

Please do not come to the service without a reservation. Even with reservations seating will be on a first-come/first-serve basis. If you have made a reservation that you cannot keep please cancel it (see the reservation protocol).

Masks must be worn at all times during the service (except for when consuming the wafer at communion). Social distancing must also be practiced at all times.

There will be music but no singing by the worshipers. And, unless otherwise noted, there will be incense at the Sunday services.

The bulletin for the service will be sent to you during the week prior to the Sunday service. Print copies or bring a tablet or phone with you to the service. No prayer books or hymnals will be available at the Church.

Remember your mask and be prepared to wear it at all times during the service.

Please plan to arrive at the Church at least 15 minutes early. You may lose your reservation if you arrive after 10:30.

When you arrive at the Church, leave a parking space empty between your car and any other cars in the lot. Maintain social distancing outside and in the Narthex while waiting to enter the Nave. In order to prevent overcrowding on the porch and in the Narthex, an usher will greet you as you enter the Church.

When you enter the Narthex an usher will direct you to the check-in table where your reservation will be checked.



Hand sanitizer stations are available in the Narthex. Please practice social distancing while waiting to enter the Nave.

After check-in an Usher will direct you to your pew. Note that in order to maintain social distancing the 2-1/2 feet closest to the center aisle is not available for seating.

Disinfectant wipes are available in each pew but please bring hand sanitizer if you wish to.

At the time of communion Fr. Rob will bring the host to each pew. Receive the host from Fr. Rob but wait until he has moved to the next pew before removing your mask and consuming it. Then replace your mask.

The rest room in the upstairs hallway, beside the Church office, will be open during the service. Signs will direct you to exit via the center aisle and out past the Lady Chapel. Be mindful of parishioners who have previously left to use the rest room before you decide to leave your pew. Before returning to the service please wipe down the surfaces you've touched using the disinfectant spray and wipes provided in the rest room. Also, please practice social distancing while you are in the hallway and take advantage of the hand sanitizing station near the door when you re-enter the Nave. **No other part of the Church is open.**

At the conclusion of the service please use the disinfectant wipes to clean your pew. A zip-lock bag will be placed in each pew. Place used wipes in the bag, along with any other trash, and deposit it in a trashcan as you exit.

When it is your turn to exit the Usher will direct you to leave your pew to the center aisle. Please do not leave your pew before the usher has directed you to do so. Also, please do not linger in the Narthex or on the porch.



## Service Reservation protocol

Go to St. Martin's website: <https://www.stmartinsnj.org/in-person-church-sign-up>

Please read and sign the information provided on this page. Including reading and signing the "Covenant for Re-gathering for Worship".

Open the "Covenant for Re-gathering for Worship" link and read and sign the covenant if you have not already done so. It only needs to be signed once per family. Return to the "In Person Church Sign Up" webpage.

Click on the "Sign Up Genius" button at the bottom of the page.

Scroll down to the box labeled "Available Slot", scroll to a reservation line that has a "sign up" button (e.g. the first reservation line that does not have someone signed up).

Click the "sign up" button on the Reservation line and then the pink "Submit and Sign Up" button at the bottom of the page.

This will bring you to the page where you will make your reservation. You will now enter the name(s) of the people in your reservation, as well as other contact information.

Enter the number of people in your party in the comment section. Enter all of the names of the people in your group in the "Names" line at the bottom of the page. If you have more than 4 people in your group, you will have to make a second reservation as each pew holds a maximum of 4 people.

Add your street address, phone number (mobile or home), and email address.

Click on the pink "Sign Up Now" button at the bottom of the page.

You will see a confirmation page; a confirmation will also be sent to the contact email you entered.

Reservations for each week will open on Tuesday night and close at the end of the business day on Thursday. Keep in mind, however, that reservations will close when the Church is full, which could be before the Thursday deadline.

### Wait list:

If you find that only the 4 Wait List slots are available, please enter your reservation information as above.

Someone from the church office will email you on Friday morning if a seat becomes available.



Please confirm your attendance with the church office by noon on Friday.

You will only get a notification if a seat becomes available. Please do not come to church unless you have received a confirming email from the church office.

### How to Cancel a Service Reservation

If you sign up for a slot and later realize you can't make it, you can cancel your slot by clicking on the "edit my sign-up" box in the confirmation email you received from the SignUpGenius application.



## Reader Protocol

The reader will be contacted by email during the week before a Sunday service. The email will contain the readings. Print them out and have them with you for the service (or bring a tablet or smart phone to read from).

A plastic face shield will be issued to you to be used when you read. Please bring it with you on the days you are assigned to read. Keep your shield for the duration of the pandemic. They can be cleaned with disinfectant wipes.

Wear a mask (except when wearing your face shield) at all times while in the Church and please be on time.

Enter the Church through the red doors and sit on one of the stools on the lectern side. Be sure you are wearing your mask and are carrying all of your readings and your face shield. When it is time for the readings move to the lectern and replace your mask with your face shield. After completing the readings return to your stool, bringing your readings with you. Replace your mask.

[Note: There is not enough room around the altar for you to sit beside the altar and have the priest consecrate behind it. There is enough room, however, if you and the priest sit on either side of the altar, if needed.]

At communion be sure that Fr. Rob has moved on before removing your mask and consuming the wafer and re-mask as soon as possible.

Follow usher directions when leaving the Church. Be sure to bring your readings and face shield with you when you leave.

It is not necessary for you to make a reservation for the Sunday service but you must make reservations for the rest of your family if they accompany you.



## Usher protocol

Arrive at the Church at least 30 minutes before the service. Ushers do not need to make a reservation for the service but accompanying family members do.

Assure that the HVAC system is properly set and that outside windows are open (at least partially) to promote better air circulation. Turn on the microphones, if not already on.

The Diocese requires that ushers wear masks and gloves at all times while in the Church.

Insure that disinfectant wipes and an empty zip-lock bag are placed on each pew. Also ensure that extra masks and disinfectant wipes are in the Narthex. Supplies should be stored in the closet.

Set up the check-in station in the Narthex, if it is not already set up. A table and chair can be found in the Narthex closet.

Maintain social distancing in the Narthex as well as the steps and/or ramp of the Church as worshipers arrive. See that masking and social distancing standards are adhered to at all times before, during and after the service.

Monitor the parking lot to assure that parking is appropriately distanced.

Greet the worshipers in the Narthex at the check-in station. Check their reservations and ensure that all contact tracing information has been provided. Also provide masks to worshipers, if necessary.

After check-in, direct worshipers to their pews, one family at a time. Begin seating at the front of the Nave. Remind worshipers of the wipes in the pew. Do not seat worshipers in the first 2-1/2 feet nearest the center aisle.

At the end of the service direct worshipers out of the Church beginning at the back of the Nave. Make sure that all worshipers in one pew have exited before directing the next pew.

After the service, check pews for litter and sanitize the Nave, Narthex, hall, and upstairs rest room (see the protocol below). Return any the equipment to the Narthex closet, as necessary.

Close windows that were opened and re-adjust the thermostat. Make sure the microphones are also turned off.

Lock the Church as you leave.





Sanitizing protocols (for ushers)

Singer and musician protocols



# Church Diagram

