

St. James Indoor Meeting Protocol

September 2020

PLANING a meeting

- All meetings on or in St. James' premises must be arranged in advance with the church. Meeting spaces are allowed for St. James' ministry groups only.
- Please contact Teri Smith with meeting time and designated leader for the meeting: teri@stjamesepiscopal.com or (828) 694-6938.
- The number of participants attending an in-person, indoor meeting ranges, depending on the room used, as well as current guidelines (which are changeable; be aware that changes in the state and diocesan guidelines that occur after you make your reservations may affect how many people can meet in person at the time you get together).

BEFORE the meeting

- Meeting spaces and times are limited. A staff member will be assigned to welcome and monitor ministry group meetings the first time they meet to go over the protocols and to assist with meeting technology.
- All attendees must pre-register with name and contact information for contact tracing purposes.
- Anyone who has a temperature of 100 degrees or over will not be able to attend (in person).

AT the meeting

- All persons attending must wear a facemask for the entire time they are in attendance. If you do not have a face mask, one will be provided for you.
- All persons attending the meeting must maintain the 6-foot social distancing guidelines. As much as possible, spaces will be marked to designate distance between attendees.
- The group leader is responsible for checking off the names of attendees and for seeing that attendees' temperatures are taken as people enter the building or room. Additional screens will be used to determine if the person has been exposed to the coronavirus.
- Hand sanitizer is supplied for all persons in attendance for use on the way into and out of the meeting.
- So that everyone who wishes to take part in our ministries can be included in meetings, INDOOR meetings will be accessible virtually to those who wish to join them from home, using Zoom or other meeting sharing technologies. We will train groups on the use of our group meeting technology (and its ease of use).

AFTER the meeting

- Any surfaces used will be sanitized once everyone attending the meeting has left.

This protocol is subject to change.

Get further information here: www.diocesewnc.org/covid-19 www.nc.gov/covid19 www.cdc.gov



WEAR
a cloth covering
over your nose
and mouth.



WAIT
6 feet apart.



WASH
your hands or use
hand sanitizer.



#StayStrongNC