

**COVID-19 Re-Opening Plan**  
**Phase I (Beginning July 5, 2020)**

St. Francis-in-the-Fields Episcopal Church  
Malvern, PA

Developed by the St. Francis COVID-19 Safety Task Force (CSTF)  
Approved by the Vestry of St. Francis and Bp. Daniel Gutierrez

**Committee Members:** Committee Members: Kevin Dellaria, Rector; Diane Faison, Deacon; Connie Scanga, Rector's Warden (Vestry); Shirley Warren, Safety & Security; John Stearns, IWC (Vestry); Earl Needhammer, Buildings & Grounds; Jane Brooks, Worship; Sherri Lewis, Pastoral Care (Vestry); Sue Lenkaitis, At Large

**Proposal Summary:** St. Francis-in-the-Fields will follow a two-phased approach to re-instituting public worship on the grounds of St. Francis. **Phase I**, described in detail below, will begin on July 5, 2020, and end no sooner than Labor Day, September 7, 2020. Public worship services of any kind during Phase I will take place *exclusively* outside of the church building, mostly under the tree canopy near the picnic tables. Any exceptions to the Phase I plan will require approval by the Rector, CSTF, Vestry of St. Francis, and DIOPA.

**Phase II** will involve re-gathering for public worship inside the church building after September 7, 2020, assuming viral conditions continue to improve. A separate plan for Phase II will be developed by the CSTF to be approved by the Vestry and the Bishop.

**Phase I: July 5, 2020 thru September 6, 2020**

- Livestream Worship: The 10 am "livestream" service of worship will continue to be held indoors, with servers only, so that all elements of a typical worship service (e.g., music, readings, etc.) can be employed.
- Service Design:
  - All public services of Holy Eucharist (or Morning/Evening Prayer, if necessary) will be held outside and will be cancelled in the event of inclement weather. Three services of Eucharist per week will be offered most weeks. Number and time of services are subject to change, depending on the need. Currently, weekly services will be scheduled for:
    - Sunday evening at 6:00 pm
    - Tuesday morning at 9:00 am

- Thursday evening at 6:00 pm
- Services will be limited to 20 registrations, including servers. This will allow some margin for visitors. No one will be turned away, but we ask everyone to comply with registration procedures to ensure efficiency and safety.
- Services will be simple and short; 30 min or less. No congregational singing will occur, although instrumental music may be used. Pre-printed bulletins will be used and discarded (recycled).
- Eucharistic elements will be distributed in a safe and socially-distanced manner.
- Chairs will be provided and will be spaced out appropriately. Attendees may bring their own chairs, but must be placed with appropriate distancing precautions.
- Attendance Management:
  - Reservations will be required and managed by the parish office, and will be done on a “first come, first served” basis. We ask that no one, with the exception of some servers, repeat attendance in a given week. Anyone acting or feeling ill should stay home. Names of those in attendance will be recorded and kept for one month as a contact tracing record in the event of an outbreak.
  - A system for managing service “reservations” will be implemented by the parish office. This will include the ability to sign-up online or by phone call to the office.
- Safety
  - Physical distancing will be required and managed by placement of chairs, as overseen by our Ushers & Greeters.
  - Masks will be required by all; disposable masks will be made available.
  - All parish implements (tables, chairs, etc.) will be disinfected after each service.
  - The upstairs restroom in the office hallway will be open for use. All other parts of the building are restricted. Disinfectant will be supplied in the restroom and instructions for self-cleaning after use will be displayed.
- The CSTF will continuously review current virus levels and parish protocols. Services may be curtailed or temporarily suspended, or service protocols changed, in the event of local increase in viral infections.
- Communication:
  - Education and notification about service protocols will be made often, using all communication resources of the parish.