



# St. Nicholas Orthodox Church

305 Gravity Ave.  
Olyphant, PA 18447

Founded 1904

V. Rev. Vladimir Fetcho, Rector

Phone: 570-489-3891

## REOPENING OF ST NICHOLAS ORTHODOX CHURCH ACTION PLAN/PROCEDURE & PREPARATION CHECK LIST

REOPENING DATE: June 7, 2020

### PRELIMINARY INFORMATION

- a) CDC/STATE/COUNTY (Local Directives)
- b) HIERARCHICAL (OCA & Diocesan) Directives
- c) INSURANCE Coverage/Recommendations
- d) LEGALITIES/LIABILITIES

### SCHEDULE OF DIVINE SERVICES (Synodal-Federal Guidelines/ re: Phase/Stage Plan)

- a) SUNDAY DIVINE LITURGY--No Saturday Vespers at this time
- b) POSSIBLE SATURDAY LITURGY--Depending on attendance
- c) WEEKDAY FEASTS—to be announced
- d) SACRAMENTS--Baptisms, Funerals, etc. to be handled individually and accordingly, depending on situations
- e) CONFESSIONS AND ABSOLUTIONS—Confessions (privately) & Absolutions incorporating social distancing.
- f) COFFEE/FELLOWSHIP HOUR—Suspended until further notice
- g) SOCIAL GATHERINGS—Suspended until further notice

### CHURCH BUILDING PRE-REOPENING PREPARATIONS

- a) PHYSICAL SEATING/DISTANCING SCHEMATIC—including Choir located on front, right side of Church, seating, Communion procedures
- b) SANITIZING—as needed
- c) ATTENDANCE—in accordance with government guidelines. Attendees must call Father by Thursday in order to attend.
- d) REMOVAL OF ALL LITERATURE IN PEWS
- e) PURCHASE OF MASKS, GLOVES, AND SANITIZERS
- f) PURCHASE OF DIGITAL, NO TOUCH THERMOMETER
- g) ATTENDANCE REGISTER—Tracing and tracking
- h) ASSIGNMENT OF USHERS, CANDLE LIGHTERS, REGISTRAR
- i) ENTRANCE INTO THE CHURCH—Attendees will enter the Church using the handicap ramp entrance.

## PROCEDURE TUTORIAL & ACCEPTANCE PRIOR TO REOPENING

- a) EDUCATION AND DISSEMINATION OF ALL PROCEDURES AND POLICIES—These must be accepted and adhered to by all parishioners wishing to attend during COVID-19 impact.
- b) WEBSITE AND MAILING OF POLICIES AND PROCEDURES

## PROCEDURES ON DAY OF SERVICES

*Note: If you are ill, you should not be in Church. If your temperature exceeds CDC guidelines you will be refused entrance.*

- a) AIR CIRCULATION-AC should be ON and doors and windows open when possible
- b) AIDES-Ushers, candle lighters and registrar in Church ½ hour prior to start of service
- c) ATTENDEES-get temperature scanned, be logged in, **wear a mask**, be ushered to a seat

- Note:
- 1. Hand sanitizer will be available upon entrance
  - 2. Candles must be purchased with exact change and will be lit by designated person
  - 3. Members of same household may sit next to each other
  - 4. Young children must remain in pew with parents. Child must be accompanied by parent for any break from the service.

- d) BASEMENT AND HALL WILL BE CLOSED—except for restroom
- e) NO PHYSICAL VENERATION—Icons and Cross, etc.
- f) MASKS MUST BE WORN—at all times
- g) NO PHYSICAL CONTACT-hugs, handshakes, etc.
- h) ADHERE TO SOCIAL DISTANCING—6 ft apart
- i) COLLECTION—basket will be on candle desk
- j) HOLY COMMUNION

- Note:
- 1. Ushers will direct flow of Communicants
  - 2. Paper napkins will be used by individual Communicants and will be disposed of in a provided container
  - 3. The Liturgical Spoon (by Hierarchical directive) will be used for sacred distribution of the Holy Gifts
  - 4. The Chalice should not be kissed.

- k) POST DISMISSAL-No extended Fellowship in the Church or the Hall

## PROCEDURE FOLLOWING DIVINE SERVICE

- a) RE-SANITIZE CHURCH-according to proper procedures
- b) DISPOSAL OF LITURGAL ITEMS-Items (candles, napkins, etc.) will be properly discarded

This checklist and outline are subject to modification.