

## **NJ Synod Office Re-opening Guidelines**

In June, we offered guidelines for re-opening the synod office. Since that time, the numbers of cases of COVID19 have continued to increase across the country, new guidance about how and when to gather in person has been offered, and the recommendation to work from home if possible has been reiterated by the governor. Because of these realities, our plan to re-open the synod office building has been modified.

**The Synod Office will remain closed through 2020.** Staff will continue to work remotely. No group meetings or activities will be allowed to take place in the building. During the time the office remains closed, staff may go in to work as they are comfortable. Masks will be required when more than one staff member is in the building at the same time.

Group meetings of more than 3 people will take place remotely. If a staff member wishes to meet with 1 or 2 other people at the office, they may do so as long as masks are worn and physical distancing is observed. Weather permitting, the backyard is a good alternative to meeting inside. No common food or drink will be permitted.

**We anticipate that beginning January 11, the office will re-open with regular hours** (Monday - Thursday, 8:30 am - 6:00 pm). In-house staff will return to the building as long as they are comfortable doing so, have no symptoms and are feeling well, and have not traveled to places where COVID19 cases are increasing in the previous two weeks.

Meetings of up to 8 people may be held with proper physical distancing. No common food or drink will be permitted. Masks must be worn when in the building. No one may enter an individual staff office unless invited to do so by the person whose office it is.

People wishing to come to the synod office are asked to call ahead and make an appointment (609-586-6800). If you do not have a mask, one will be provided. Hand sanitizer will be provided for you to use as you enter and leave the building.

These protocols will remain in place as long as necessary, unless more restrictive guidelines are issued by the state of NJ. Thank you for the partnership we share in the work of Christ's church.