



New Jersey Synod
Evangelical Lutheran Church in America
God's work. Our hands.

June 2020

NJ Synod Office Re-opening Guidelines

In an effort to keep the staff and members of the NJ Synod healthy, the following guidelines are in place regarding how and when the office will re-open. Please pay attention to the measures that will be in place when in-person activity resumes.

The Synod Office building will remain closed through Labor Day. 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 to check mail, get necessary supplies, etc. 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.

Beginning September 8, 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 through December 2020, 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.