

Guidelines for Use of the Church

These revised guidelines are being implemented consistent with the most current CDC [Guidelines as well as with the State of Illinois moving into its Bridge Reopening Phase](#). In anticipation of the State moving to Phase 5 on June 11th, these guidelines will be evaluated and updated prior to that time.

- I. Availability: The Church will generally be available for meetings between 9:30 am and 3:30 pm (first shift) and 7 pm- 9:30 pm (second shift). This will permit sufficient time for the Facilities Staff to clean rooms that were used and set up for second shift meetings. The Church MUST have a receptionist on duty in order to have in church meetings. Note: With respect to first shift meetings, cleaning will occur starting 1 hour after the meeting is over. With respect to the second shift depending upon when the meeting ends, the cleaning will either occur that evening or first thing the next morning.

- II. Registration: Groups intending to use the Church for a meeting or an event must register their request at least 48 hours prior to the event. Janice Dobschuetz of the Church Office Staff will be the recipient of all meeting requests and be responsible for maintaining the Church Calendar. Janice will work with [the Facilities Team](#) to coordinate room set up. When submitting their request, the registrant must provide the date and time of usage, the approximate number of attendees, as well as any room set up requirements.
 - For events NOT being held in the Sanctuary and Walker Chapel, the maximum attendance shall be 50 people for indoor meetings;
 - The location of the meeting will be assigned based upon the number of projected attendees. Note: if it is anticipated that someone attending the meeting will be bringing children, this should be so noted as we will want to seat those families more to the perimeter of the room. [Notwithstanding the new mandate, room set up will be done in a manner that insures social distancing of at least 6 feet. However, once seated, if attendees voluntarily share with each other that they have been fully vaccinated, then they may sit closer than 6 feet. However, if young children are in attendance who have not been vaccinated, then social distancing should be practiced as well as the wearing of a mask;](#)
 - For now,
 - the PYGS Lounge and Room 21 will not be available until repair work has been completed;
 - The Library and the Crib Room will not be available to be used;
 - For those whose meetings will include both in person as well as Zoom attendance, the Dining Room and Room 213 will be made available
 - The Facilities Management Team will be responsible for room set up. All set up will be done so as to maintain appropriate social distancing.

- III. Meeting Attendance. For each meeting
 - a. The organizer must Identify the staff member who will be in attendance or if no staff member is to be present, who is leading the event;

- b. Advance attendance registration will not be required. However, it is requested that either the organizer or someone else in attendance create an attendance list in case contact tracing becomes necessary;
- c. For people who will be attending the meeting, the organizer **should** send an email in advance informing attendees that:
 - i. the meeting is being held in accordance with CDC and Illinois Department of Public Health (IDPH) guidelines;
 - ii. If people need to use the elevator, one person or one couple/family may ride at a time
 - iii. **For those people who have been fully vaccinated, the wearing of a mask shall be optional. Attendees will not be required to show proof of vaccination as we will be on the honor system. For those people who have not been vaccinated, masks must be worn at all times. The church will maintain a supply of masks available at the Reception Desk. Therefore, if the attendee does not have one, when they arrive, they can get one at the church.**
PLEASE NOTE: When the wearing of a mask is mentioned throughout this document, the definition of wearing a mask or face covering means that both the mouth and the nose are covered.
 - iv. **For meetings that are held during the day while the SLC is in session, it is requested that people wear masks while walking in the corridors;**
 - v. **Hand sanitizer will be available throughout the building;;**
 - vi. Ask people to stay home if they are not feeling well, have tested positive or have been informed that they had been exposed to someone with Covid in the past two weeks.
- d. **For meetings and/ or events that involve the youth who have generally not been vaccinated, masks must be worn.**

IV. Upon arrival for the meeting, the Receptionist on duty shall:

- a. Direct the attendee to the location of the meeting

V. At the beginning of the meeting, the host shall make announcements to the gathering as follows:

- a. **Remind attendees of the mask protocols;**
- b. Bathroom: Knock first and wait if someone is using it. Note: only one person in the bathroom at a time.
- c. One person or one couple/family may ride the elevator at a time.

VI. Food and Drink: While it is preferred that no food and beverage be consumed during the meeting, if it is felt necessary:

- a. Encourage people to bring their own, or
- b. For smaller groups (less than 20 people) communal refreshments may be served
- c. Masks must continue to be worn except while taking a bite of food or a sip of beverage

VII. Items that the Church will have available at all times:

- a. Masks (the church will maintain a supply at the Reception Desk)
 - b. Gloves. The Church will maintain a supply,
 - c. Hand Sanitizer (the Church has installed sanitizer stations throughout and has a supply)
- VIII. Sick Room: In the event that someone should become ill with COVID like symptoms during the meeting/ activity
- a. That individual should be escorted to the to be identified Sick Room. If needed, the Paramedics should be called. Otherwise, arranging for that individual to get home should be done. If the individual has their own transportation and is able to drive themselves home, they can do so;
 - b. The meeting/ activity should be immediately ended and people should leave the church as quickly as possible;
 - c. The Receptionist should be notified such that he/she can notify the appropriate staff especially the Facilities Manager. The room must be closed (locked if possible) with a “Do not enter” sign. After a minimum of 24 hours, the room can be cleaned.
 - d. Those who attended the meeting should be advised to consider self quarantining and possibly have a COVID test. NOTE: for people who have been fully vaccinated (last dosage at least two weeks prior), if they were to come in contact with someone who has tested positive, that individual does not need to quarantine.

Church Office Space/ Staff Return to Work

- I. OSHA’s Office Usage guidelines provide flexibility and is predicated on the layout of offices. With the exception of the Receptionist Desk, everyone in the Office has their own private office. As such, social distancing can be safely practiced. Therefore, the staff returning to office is strongly encouraged. Furthermore, according to established Guidelines, if someone is in their office alone and with the door closed, that individual may remove their mask. Furthermore, if a staff member has a guest in their office and both have been fully vaccinated, they may agree to remove their masks. Otherwise, masks are required;
- II. **During the day when the SLC is in session, it is requested that when walking the hallways and public spaces near where the classrooms are that masks be worn;**
- III. Notwithstanding the above, if there are specific health or other extenuating circumstances that would preclude a full return, those discussions should be held and resolved with the Staff Member’s manager and, if necessary, the Personnel Ministry Council

Outside Activities- Use of the Parking Lot

- I. Sunday Services:
 - a. Weather permitting, Sunday services will be held in the parking lot;
 - b. If the weather is inclement, the service will be live streamed from Walker Chapel and no in person attendance will be permitted;
 - c. Registration for the service is encouraged, although not required. A non registered attendee may sign in with the Greeter at the beginning of the service ;
 - d. There will not be capacity limits,. **However, it is requested that non family units sit at least 6 feet apart. For those people who have been fully vaccinated, masks will not be required. For those people who have not been fully vaccinated, the wearing of a mask is**

required. Families who have children that have not been vaccinated, should wear masks.

- e. With respect to Service participants (Choir, Praise Band, speakers), masks need not be worn if the individual has been fully vaccinated.
- II. Church Sponsored Parking Lot Events: Events sponsored by the Church may be held...
 - a. Registration of the event will be required at least 48 hours in advance per Section II above;
 - b. So long as masks are worn and social distancing is practiced, capacity limits will not be required;
 - c. Attendees will need to bring their own food and beverage
- III. Non Church Sponsored Events
 - a. Will need to be approved by the Trustees;
 - b. Use requirements will be established at the time of approval

Use of the Sanctuary and Walker Chapel

- I. Both facilities may be used for Weddings, Funerals, and other activities. It is likely that such usage would occur on weekends. The Guidelines listed above shall be applicable for the use of the Sanctuary and Walker Chapel;
- II. Attendance for events in these facilities shall be limited to 25% of capacity. However, while the Church will not require disclosure by attendees whether or not they have been vaccinated, it is assumed that some percentage will have been. Pursuant to CDC and IDPH Guidelines, these people are not counted as part of capacity. As such:
 - a. With respect to the Sanctuary, maximum capacity will be 250 people;
 - b. With respect to Walker Chapel, capacity will be 75 people.
 - c. With respect to the Sanctuary, entrance and exit will be through the Chicago Avenue doors and attendees should not be permitted to enter any other parts of the building unless there is a specific need such as handicap accessibility;
 - d. With respect to Walker Chapel, entrance and exit will be through the main entrance. Again, an exception will be made for handicap accessibility

Use of Roy Hall

- I. A desire has been expressed for families to be able to use Roy Hall during the colder weather for physical and other activities. In order to accommodate such requests, the following is being recommended:
- II. Times available: Daytime afternoon and evening as well as weekend times will be established based upon availability of a Receptionist as well as a member of the Facilities Management Staff
- III. Guidelines:
 - a. Roy Hall will be divided into 2 pods so that no more than 2 family groups can be in Roy Hall at once;

- b. Pre-registration is required at least 24 hours in advance and each family must check-in at the Reception Desk upon arrival. Each family group may have up to 10 people in attendance;
- c. Families must go directly to Roy Hall. Other than use of the second floor bathrooms, wandering through the rest of the building is not permitted. Families must exit through the door at the Reception Desk. Note: the water fountain at the entrance to Roy Hall has been upgraded to include the ability to fill water bottles.
- d. Each section of Roy Hall will be set up with a table and chairs for use by the families. Families need to bring their own equipment (toys, games, etc) as well as food. Note: the storage areas will be locked such that the equipment cannot be accessed;
- e. After each session, Roy Hall will be cleaned by the Facilities Management staff
- f. Masks must be worn at all times except if consuming food or a beverage

The Counseling Center: For now, TCC is seeing patients virtually. At such time as patients would be seen in person, we will need to establish appropriate guidelines;

Souper Saturday: For now, Souper Saturday will continue their current operating format. Should they desire to make changes, the Task Force will consider and make a recommendation for change.

Deacons:

- I. For now, the Deacons are not doing Clothes Closet.
- II. The Deacons are working on a potential format for Fellowship Hour once in person worship resumes. As those plans are formulated, they will need to be reviewed and approved
- III. Angel Tree: The Deacons are currently considering whether they want this year's participation to be either in person or virtual. As their plans are finalized, they will need to be reviewed and approved.

The Reopening Task Force will re-evaluate and **provide an update to these Guidelines prior to the State entering** Phase 5.