

Guidelines for Physically Returning to Buildings

Phase 4

Prince of Peace Lutheran Church

Schaumburg, Illinois

All large gatherings (including full worship in the Worship Center) are indefinitely suspended. The congregation will continue to meet online for worship until further notice.

All small gatherings (10 people or fewer) are currently suspended as we develop health and safety procedures appropriate to the varied groups requesting use of the building.

Gatherings are limited to 50 in Phase 4. Seating capacity of Worship Center with physical distancing is 75. Capacity limits for each room/space will be determined.

Phase 4 Protective Measures

1. Sanitize hands before entering the building, using the hand sanitizer stations located at the East door and the North door of the building.
2. Those over age two **must** wear a mask over nose and mouth. This is an expectation for all attending any in-person worship or event. Masks will be provided to anyone who does not have a mask.
3. There will be an in-person symptom prescreen, protecting privacy and maintaining physical distancing guidelines, with contact information obtained for contact tracing if needed. Screening questions will be performed by volunteer screeners upon entry to the church on Sunday morning or other events.
4. Volunteer screeners must be temperature checked and complete the medical screening questions prior to performing their role. Screeners should be wearing N95 masks and rubber gloves. Screeners should require hand sanitizer to be used by each guest. The screening process may limit entrance to the building to one designated entrance with 2 stations available for screening at that location.
5. Signage for symptoms, protective measures and other information will be posted throughout the building.
6. A touchless thermometer will be used to prescreen participants. Anyone with a temperature of 100.4° or higher will be asked to return home. If onsite with a symptom, the individual should be asked to return home in a discreet manner while maintaining confidentiality.

7. Through the reservation system for attending services, participants will be asked to enter contact information, with information securely stored. During entry, the person who prescreens will check that the participant is on the contact list.
8. Participants should proceed to seating as quickly as possible. Family groups should arrive and leave in a single household group to minimize crossflow of people. Seats should be taken near the front first, filling in the rows behind as people come in. This will minimize cross-contamination.
9. Physically distanced seating will be indicated, sitting 6 feet apart. Tape will be used to clearly identify closed rows. Individuals from the same home will be able to sit together in the same row. Pew will be limited to 1 household, 2 couples, or 1 couple and an individual, with a maximum of 5 people per row. Chairs will be stacked and left unused to physically distance people in the perimeter of the worship space.
10. Directions on how to depart from the worship center will be given at the end of the worship service, with rows in the rear being dismissed first to facilitate physical distancing.
11. Ushers will be asked to enforce physical distancing policies.
12. Board meetings and other small group meetings should continue to be held online in this phase. In-person meetings should be held only when necessary and, ideally, outside.
13. Events and worship should last no longer than 1 hour.
14. Restrooms should be limited to single occupancy for urgent needs to limit cross-contamination. Doors will be propped open and signage will indicate that the door should remain open.
15. Restrooms will have disinfectant wipes and soap available at all times.
16. Restrooms will be cleaned after each worship service/event.
17. At least one door to each event space will be left open to limit touching handles.
18. The baptismal font will be emptied to avoid cross-contamination.
19. All children's toys, books, and kits will be removed from the worship center and the hallway.
20. All hymnals, Bibles, offering envelopes and writing utensils will be removed from the worship center.
21. Communal singing and speaking in unison are prohibited in person.
22. A single individual may be able to sing into a designated microphone placed a minimum of 10 feet of distance from others and in an area that does not introduce airflow that could propel particles into the space.
23. Ways will be set up to keep physical distancing during prescreen, ingress, building movement, and egress that limits cross-exposure.
24. The elevator should be used by one person or one family unit at a time.

25. In case of inclement weather, participants waiting to enter the building will be asked to line up in the hallways while maintaining physical distancing.
26. Training of volunteers for prescreening and ushering will be required. Volunteers must be 18 years of age or older.
27. A team leader will be designated for each team of prescreeners and ushers.
28. When a limit of participants is required, (50 for Phase 4), participants must RSVP online.
29. Worship leaders (i.e. pastor, assisting minister, story teller, musician) may remove masks temporarily to speak or lead.

Phase 4 Cleaning Practices

1. Fully disinfect all areas used (including high touch points) after each use while following CDC guidelines.
2. Provide cleaning supplies to staff to disinfect work spaces after use.
3. Discontinue use of water fountains.
4. Before resuming building activities after a period of non-use, run faucets continuously for 5 minutes to prevent waterborne illnesses.
5. Rooms not currently needed should be locked to limit the scope of the more frequent cleanings required.
6. Volunteer screeners must keep a “cleaning log” indicating who cleaned, what was cleaned, and when it was cleaned.

Phase 4 Employment Practices

1. Pastor/staff will be in the building for ministry.
2. Onsite work should be done with physical distancing. Staff offices should be private space.
3. Remind staff to stay home if sick and that no punitive measures will be taken for COVID-19 illness.

Phase 4 Liturgical and Sacramental Modifications

1. Worship may be offered in-person, limited in size to 50 persons, not including staff and volunteers, with live-streaming continuing for at least one service.
2. Liturgical order print-outs will be available for one-time use to reduce the possibility of contamination. They will be placed in an open/trach/recycling can on the way out.

3. There will be no bringing forward of gifts/offering. Parishioners will be encouraged to give electronically or mail in offerings. Offerings may be placed at a station physically distanced in the rear of the Worship Center at the end of the service as people are leaving.
4. Counters will keep physical distancing during the counting process.
5. There will be no contact during the sharing of the peace.
6. There will be no receiving line after worship.
7. There will be no nursery for children.
8. Movement in the worship space will be limited to reduce occupying another's air space and potential contact.
9. Worship leaders will be spaced to maintain CDC guidelines during service.
10. Communion considerations:
 Those preparing communion should wash hands prior to preparation of elements.
 6-foot distance is maintained at all times.
 Worship leaders will each pick up communion elements that have been preset, without being handled by the pastor.
 Appropriate safe practices will be used.
11. There will be no communal singing, limited unison speaking, and limited wind instruments.
12. A single individual may be able to sing into a designated microphone placed a minimum of 10 feet of distance from others and in an area that does not introduce airflow that could propel particles into the space.
13. Instruments other than wind instruments will be utilized.
14. Individual musical pieces may be recorded for airing during the service/livestream.
15. A policy will be established for baptisms, weddings, funerals, and affirmation of baptism. Physical distancing will be maintained.

Phase 4 Response to a COVID-19 diagnosis

1. Pastoral care will continue to be provided primarily electronically.
2. If an individual reports being COVID+ after an in-person event or is under medically-required self-isolation,
 - A. Protect confidentiality of individual.
 - B. Send a note to all present at previous event notifying them of the situation and offering pastoral care.
 - C. Those exposed should quarantine for 14 days with changes in congregational operations as needed.

- D. Schedule a deep cleaning of the building after 24 hours or as long as possible following the event.
3. Contact the local health department for contact tracing information. Determine what information will be shared.
4. Designate only one representative to talk to the media if media coverage results. Ensure that clear, accurate communication is achieved.
5. Follow CDC guidelines for cleaning post-COVID exposure.
6. Follow Restore Illinois guidance for individuals returning to work or events post-COVID+. If an employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

Phase 4 Communal Food and Drink

1. Refrain from on-site activities except for emergency feedings. Emergency feedings should be hosted in prepackaged containers and distributed outside or at the door threshold with the smallest staff possible.
2. Water fountains should be made unavailable.
3. No fellowship time/food will be offered.

Phase 4 Pastoral Care

1. Directly contact at-risk individuals and encourage them to stay home for their safety and health. Provide remote care if at all possible.
2. Develop a plan for making a visit at end-of-life or other situations.

Phase 4 Small Group Meetings, Faith Formation, and Child Care Centers

1. Select in-person meetings may resume, limited in size to guidelines. Permission must be obtained from staff to meet. Meetings, classes and small groups should still be held electronically. Minimize the number of in-person meetings and events to those absolutely necessary. See the attached list of groups authorized and groups not authorized to meet.
2. No child care or nursery care will be provided. In-person child care centers, preschool, and faith formation meetings must follow CDC, IDPH, DCFS and Prince of Peace guidelines.
3. Preschool staff will periodically monitor communications.

4. All small groups will need to screen for fever and symptoms as well as practicing protective measures such as physical distancing and masks. Contact information must be gathered for contact tracing.

Phase 4 Space Use and Renters

1. No building space will be available to outside groups during Phase 4. All guidelines in this section will pertain to the use of the property after usage resumes.
2. When building usage resumes, priority will be given to ministry groups.
3. Cost of extra cleaning protocol will be charged to outside groups using spaces.
4. Space for support groups, scout troops, and other non-profit organizations may be provided with permission from the office staff. Permission from staff to begin meeting must be obtained before resuming.
5. Protective measures such as physical distancing and face masks are the norm.
6. Groups should be asked to clean up the area after use.
7. No outside food or drink may be brought in.
8. All groups will need to screen for fever and symptoms as well as practicing protective measures such as physical distancing and masks. Contact information must be gathered for contact tracing.
9. Outside groups may only use the outside areas of our campus per staff approval. Outside groups may receive authorization from staff to use the parking lot to meet only if they provide a Certificate of Insurance and sign a Hold Harmless Agreement. The building will remain closed.

Phase 4 Communication Practices

1. Current phase operations will be communicated through Constant Contact emails, Face Book page, website, live-streamed worship service announcements, and Tidings articles.
2. A copy of the medical screening questions will be placed on the website, messaged by Constant Contact, posted on easy to read signs, and placed in a church bulletin which would be received as participants leave a church service.
3. Explain that Prince of Peace is complying with the guidelines of Restore Illinois, the Illinois Department of Public Health, the CDC, the ELCA, and the Metropolitan Chicago Synod.
4. Explain current protective measures and cleaning practices.

5. Post reminder signs for symptoms, physical distancing and other protective measures.
6. An online training will be held for volunteers.