



8/26/2020

## Protocols and Guidelines for Church Building Use and In-Person Events

### Overview:

This document outlines First United Methodist Church of Evanston's health and safety protocols for the resumption of church programming during the ongoing COVID-19 pandemic. The committee drafting this document is composed of FUMC clergy, staff, and church members with a variety of backgrounds and expertise. We recognize that there is a spectrum of human reaction to the pandemic's health threats, economic challenges, and individual isolation. The church offers opportunities for all members to participate in the life of the church whether in-person, over the phone or virtually. With this document, we have tried to balance the human need for social connection while keeping members' and visitors' safety in mind. We also expect that members and visitors will consider their own need for safety, and tolerance for risk, when deciding whether or not to participate in church-related activities.

It is our policy to remain fully compliant with state and local restrictions which may change in upcoming months. The protocols outlined in this document were drafted in August 2020 while Illinois is in Phase 4 of the governor's reopening plan. Updates to these protocols will be made as appropriate. The protocols are informed by guidelines issued by the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), Evanston Health and Human Services (EHHS), and the Northern Illinois Conference ReTurn Committee Plan. When subsequent phases change public guidelines, either more or less restrictive, we will follow that guidance.

Thank you,

First United Methodist Church ReTurn Committee

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## 1. General Guidelines for Staff, Members, Volunteers and Other Participants at All Church Events

All persons entering FUMC for any reason or participating in any official FUMC event are expected to follow the guidelines listed below.

- **Stay home if sick.** If you have any COVID-19 symptoms, even if you are otherwise feeling well and would typically go out, **you MUST NOT attend events at the church.** COVID-19 symptoms include but are not limited to fever and/or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion, nausea or vomiting, and diarrhea.
- Many people who are spreading virus do not know that this is the case. They are asymptomatic but can infect other people. If you are in close contact with a known infected person please self-isolate.
- If you know you have traveled to an area that has high infectivity then please refrain from personal contact with others for a currently recommended period of time. Contact your physician for further guidance.
- All attendees must wear masks or cloth face coverings in public settings and when around people who do not live in your household, especially when other social distancing measures are difficult to maintain.
  - Face covering must cover both nose and mouth.
  - Children under the age of 2 years are not required to wear a face covering.
- Use social distancing when interacting with people who do not live in your household (stay at least 6 feet away from others).
- Minimize time of personal interaction however possible. The more time you spend in contact with someone who is infected the greater your chance of becoming infected yourself. Any meetings or volunteer activities should minimize contact time. People who are in the early stages of infection do not know they are infected, and some people are infected and never have symptoms. The absence of symptoms can be deceptive so minimize direct interaction time.
- Wash your hands with soap and water for at least 20 seconds prior to coming and when you get home.
  - If soap and water are not available, approved hand sanitizers with at least 60% alcohol may be used instead. Visibly soiled hands need to use soap and water.
  - Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes. Do not remove your mask in order to cough or sneeze.
- Avoid use of items in group situations that are not easily cleaned, sanitized, or disinfected.
- All people around you have the right to ask for more space, even more than 6 feet. We should all be proactive in asking others during fellowship, "Are you comfortable?" or "Am I standing too close?" Your perception of a safe distance may not feel safe to another person.
- FUMC staff, ushers and volunteers will be on the lookout for individuals or situations that are likely to make others feel uncomfortable given the wide variety of responses and levels of concern. This includes ostensibly ill persons, for instance.

- Individuals who wish to engage in church events or fellowship in any form must accept the risk of possible exposure to disease by an unknowing fellow participant. Coronavirus, for example, can have a lengthy asymptomatic phase before symptoms appear.
- Individuals should exercise self-awareness of their personal risk factors for illness and avoid fellowship or church events if appropriate. According to U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying conditions such as heart or lung disease, obesity, or diabetes, are at higher risk for developing more serious complications from COVID-19. This is only a partial list.

## 2. Entry Process Upon Arrival at FUMC (all persons)

- Health Self Checks will be conducted for all persons entering FUMC on any day including, but not limited to, all church staff, volunteers, event attendees, cleaning staff, and any other person that may need to enter the premises. These checks shall include temperature checks that are completed according to CDC guidance as well as a sign in sheet with times of arrival.
- Thermometers will be operated by each individual themselves. Sanitized pens will be available for individual logging of entry time and health status information. Hand sanitizer will be made available to clean hands after logging.
- The reason for logging entry into the building is to assist contact tracing if an asymptomatic or early phase infected person is traced back to our building. Contact tracers will need to be able to reach out to anyone who possibly had significant contact with the infected person.

## 3. Guidelines for Church Staff During Daily Activities

- Staff should seek to stagger presence in the building to minimize human-to-human interactions. This will require adjusted open office hours to achieve the same goal.
- Staff have the option to work remotely, if desired, with the approval of Senior Pastor or Director of Total Child Center as appropriate.
- Each Staff member is responsible for cleaning and disinfecting surfaces in their private office at least once a week.
- A custodian will frequently clean and disinfect all door handles, railings, faucet handles, interior and exterior doors, and common area hard surfaces. When a custodian is not available, another staff member must take over these duties at the direction of the senior pastor. Please see Appendix A- Cleaning Schedule.
- Use of the microwave and Keurig Coffee maker is prohibited at this time. Sharing of food and implements is prohibited in the building.
- Main Office Copier Machine must be wiped down by each user after each use.
- Online forms to be utilized whenever possible.
- Main Office Conference room to be used for shortened periods of time with small groups, when

Zoom meetings are not possible. The conference room doors should be opened during small group meetings to aid in better airflow and ventilation.

- Each Staff Member's Office will be provided with hand sanitizer. Any visit to a staff member's office mandates the visitor or staff member perform cleaning and/or sanitizing per protocol of that space.
- Upon arrival to the church, staff members must log in their time of arrival, temperature (contactless thermometers will be provided), answer health screening questions and sign in. The senior pastor or designate will periodically spot check that staff observe this log-in process.
- The 1st floor bathrooms are limited to the number of stalls (closed stalls, not urinals) at one time.
- No staff or visitors are allowed on the second floor/Total Child Center unless cleared by the director.

#### 4. Protocols Undertaken by FUMC for all Church Events

- While Illinois remains in Phase 4, all FUMC gatherings will be limited to 50 or fewer people. Maximum number is further limited by the size of the space utilized to allow for adequate social distancing. See Appendix B. Any change in official limitations will apply as we move forward.
- FUMC is committed to providing a safe and clean environment for all events, including undertaking the following measures:
  - Regularly cleaning high-touch surfaces including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and sign-in areas.
  - Implementing a schedule of increased, routine cleaning and disinfection. For more detail, see Appendix A.
  - Ensuring adequate supplies to support healthy hygiene behaviors. Supplies include soap, hand sanitizer containing at least 60% alcohol (placed on every table, if supplies allow), paper towels, tissues, disinfectant wipes, additional cloth face coverings (as feasible), and no-touch/foot pedal or open trash cans.
  - Personal protective equipment will be provided to custodial staff to facilitate the personal safety of the custodians. This will include additional devices, such as goggles and/or splash guards that are not ordinarily expected for most persons in the building.
  - Wherever scheduling or contamination circumstances may dictate, various rooms and areas may be sealed off for a period of time to minimize aerosolized particles, which fall or otherwise dissipate over time. This will be done to minimize the risks of exposure to the cleaning personnel. Scheduled events may be cancelled if this occurs.
  - Custodians and/or staff will insure safe and correct application of disinfectants and keep them away from children.
- Signage will be posted outside all entrances consistent with this document restricting entry of anyone with symptoms of illness/respiratory infection.
  - Any volunteer, member, or other visitor to the church suspected of having COVID-19, diagnosed with COVID-19, or having been in contact with persons suspected of or diagnosed with COVID-19 shall refrain from in-person worship and Church events for 14

- days, and/or until cleared by health authorities or their personal physician. Such clearance can simply be reported verbally by the involved person.
- When a staff member is diagnosed with COVID-19 they may not return to Church or events until written documentation is provided by the staff member's physician that the staff member is no longer communicable and may return to work.
  - Persons refraining from in-person events shall be offered an alternative method for participating in the life of the church.
  - As everyone enters the Church or event each person must attest to their lack of symptoms and perceived health relative to COVID-19. This is accomplished by signing an attendance log and declaration of health, temperature, and so forth. A list of questions will be posted next to logs at entrances. Non-touch thermometers will be provided for this purpose at the doors.
  - Healthcare workers are exempt with regard to the provision of contact with persons suspected and/or diagnosed with COVID-19 while acting in their work capacity. When not at work, they will be expected to comply to general contact guidelines.<sup>1</sup>
  - If multiple services or events are scheduled in the same space, FUMC will schedule events far enough apart to allow time for cleaning and disinfecting high-touch surfaces.
    - Communication regarding events and offerings occurring through FUMC, Total Child, weddings, funerals, diaper pantry, soup kitchen, and other fellowship group activities shall be communicated through a shared Google calendar in order to minimize mixing of groups.
  - FUMC will notify all exposed persons in accordance with Department of Public Health recommendations when COVID-19 or any communicable disease or condition has been introduced to the building. Other church members and others, as deemed appropriate by the senior pastor, may also be notified. See Appendix C.

## 5. Protocols by Event Type

In addition to the general protocols listed above, FUMC will implement the additional protocols as needed for specific event types as listed below.

### A. Indoor worship, Sanctuary and Chapel

- Indoor in-person worship will initially be on Saturday evening, and will be used as part of the broadcast service on Sunday (virtual worship). As we move forward, scheduling will change at the decision of church pastors.

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<sup>1</sup> "Healthcare workers" include essential workers professionally in contact with sick individuals in various settings. Such individuals utilize extraordinary personal protective equipment designed to protect the worker's health. Healthcare workers apparently do not contract COVID-19 in any higher percentage than the general population.

- In-person worship will be a shortened worship service that will be capped at 50 people. This maximum number will be adjusted as official guidance changes and/or depending on the worship space chosen.
- Congregants will need to register beforehand to ensure attendance does not exceed 50 people (including staff and volunteers present to assist with filming). This registration process will be administered by Church pastors via Google drive or similar platform.
- All guests must sanitize hands before and after worship, wear face masks, and maintain physical distance, including assigned seating.
- Family members will be required to sit together and children must stay with their parents. Wandering of children and others will be directly discouraged by ushers. Family members do not need to sit 6 feet apart from one another, but the family grouping must be at least 6 feet from any other person.
- Congregational singing will not be allowed until further notice.
- If Communion is offered, the Church pastors will provide a protocol.
- Coffee and fellowship hour will not be conducted until further notice.
- Worship participants will need to log-in when entering the church, including temperature self-checks and self-certification of symptom-free status. Parents may sign-in for their children.
- Ushers will be used for all ordinary worship as well as special events in order to uniformly assure that protocols are followed. Ushers will be recruited and trained to assure that we are compliant with the protocols. Ushers may be asked to supervise special events in order to assure we are always compliant with these protocols.
- Unexpected or numerically excessive attendees will be politely handled by the ushers. Seating of unexpected attendees will be at the ushers' discretion, but never in conflict with official limits of attendance.
- Unseated and/or unexpected attendees will be instructed regarding virtual worship options. Ushers will see that Church staff is informed so that appropriate follow-up with these persons can occur.
- Certain performers may be granted exception to the restrictions on singing, speaking without a mask, playing wind instruments, and so forth where Plexiglas enclosures/barriers are properly utilized.
- Tittle Chapel has a forced air system that filters air while it is circulated. The Sanctuary has a large air volume but is not ordinarily circulated. Availability of these spaces will be limited in attendance capacity, length of service, and interval between services to minimize risk of respiratory transmission of COVID-19. See appendices for attendance limitations.
- Restroom access when larger numbers of people are in the building will be increased to no more than the number of closed fixtures (urinals will not be counted) in the restroom. All persons must remain masked, refrain from conversation, and minimize touching of common surfaces.
  - The restrooms cannot logistically be cleaned between individuals.
  - If you use a restroom, you assume an added risk that you must balance against the need to use the restroom.
- Adult and Children's Sunday school offerings will continue virtually until further notice.

#### B. Staff meetings, Volunteer access, and other non-worship activities

- All staff or volunteers will enter the building from Church Street doors or through the kitchen in the back of the building. All persons entering the building will log their presence as described above.
- FUMC will limit all non-essential visitors.
- Communication regarding events and offerings occurring through FUMC, Total Child, weddings, funerals, diaper pantry, soup kitchen shall be communicated through a shared calendar in order to control mixing of groups.
- FUMC will be prepared to offer personal protective equipment (PPE), including, but not limited to, face masks, disposable gloves, hand sanitizer, and other routinely expected items in the event an individual forgets or fails to have these items
  - Staff shall wear a non-vented mask at all times when indoors
  - Sharing of food is prohibited
  - Staff shall wear a face mask when arriving at and leaving the FUMC, when in hallways, restrooms and throughout the day, except when in office working alone, or eating alone.
- Church Staff Members and other visitors shall not enter the 2nd floor where Total Child Preschool is located without notification to the Director and a health screening per school policy.

#### C. Indoor special events - weddings, funerals, etc.

All guidelines for indoor events, as listed above, apply for special events. In addition to those standard policies, the following precautions will be put into place for special events:

- Any special event cannot exceed the capacity of the space limited in size to allow social distancing. Ushers at special events will monitor attendance counts and limit admission to established limits for the space.
- Guests to indoor special events will be limited entry to the Church to 30 minutes prior to the start time of the event and will be required to exit within 30 minutes of event conclusion.
- No food service will be allowed before or after weddings or funerals.
- No items may be thrown during weddings (rice, flower petals, etc.) and blowing bubbles will be disallowed.
- Wedding parties will not be allowed to use additional spaces in the Church to get ready for the wedding (e.g. doing hair, makeup, getting dressed, etc.). Less indoors time equals less potential viral exposure.
- Sanctuary will not be available for Saturday weddings due to the short time frame for custodial staff to thoroughly clean the Sanctuary before Saturday worship.
  - Availability for Fridays will be determined by availability of custodial staff to adequately clean the Sanctuary before regular scheduled worship.
  - Instead, we will offer the Tittle chapel. This is a forced air space and believed to be safer due to rapid turnover of air, which interferes with respiratory disease transmission.



- Additional fees will apply for pandemic cleaning. These fees will be paid by families or organizers of special events on a pass-through basis. We will not permit families to do the cleaning themselves or to hire their own cleaning crew. This will ensure that our usual protocol for cleaning and sanitizing will be reliable and consistent.
- Distancing diagrams and room capacity charts are attached as an Appendix.

#### D. Outdoor Events (any type)

As part of this committee's preparations, we closely studied and verified the relevant science of viral transmission. Events conducted outdoors pose dramatically less risk for transmission of Coronavirus and other respiratory pathogens. Consequently, we recommend outdoor settings for meetings, worship, fellowship and special events, weather permitting.

- Outdoor worship and special events conducted by clergy will adhere to relevant protocols in this document
- Fellowship event organizers wishing publicity for their event by the Church must still request formal approval for outdoor activities (see below and Appendix C). The request must demonstrate intention to follow our protocols. Any fellowship activity that occurs in a non-formal fashion is nonetheless encouraged to follow the protocols.
- All personal expectations from other sections of this document apply including, but not limited to masking, hand hygiene and distancing of human-to-human interactions.
- All basic principles outlined in other sections of this document should be followed including, but not limited to:
  - (a) Logging of participation in the event or worship
  - (b) Similar special cleaning and sanitizing efforts must be performed for high touch surfaces such as outdoor railings, tables, chairs, and so forth.
  - (c) Event organizers should properly distance attendees. Ushers and/or marking of spaces is encouraged. Orderly ingress and egress should be planned.
  - (d) Event organizers should consider other basic considerations such as access to restrooms, availability of hand sanitizer, providing additional masks for those who forget or lose theirs, and so forth.

#### E. FUMC Fellowship Activities

Fellowship at FUMC ranges from large group events to volunteerism to informal gatherings of friends. Fellowship takes place in multiple settings. We encourage mindful fellowship in its many forms and settings within the following guidelines:

- Individuals who wish to engage in fellowship in any form must accept the risk of possible exposure to disease by an unknowing fellow participant. The virus typically has a lengthy asymptomatic phase before symptoms appear. Also, we know that many people are infected and never have any symptoms whatsoever.

- Physical interactions between people should follow the protocols mentioned elsewhere in this document. No gatherings can exceed numeric restrictions set forth by current IDPH guidelines and our calculated thresholds for social distancing intrinsic to various areas of the building. Please consult the maximum capacity of each room listed in Appendix B. Fellowship outside the church building, such as in a private home, should be carefully arranged to limit attendance capacity to maintain appropriate distancing.
- In general, any fellowship outdoors is safer than indoors. The virus is primarily spread by respiratory droplets, which are quickly dispersed and therefore less infectious outdoors. Outdoor fellowship that also incorporates distancing, masking, hand hygiene and self-awareness carries minimal risk of transmission.
- Fellowship inside the church building must adhere to the limitations outlined in other sections of this document. Distancing, masking, hand hygiene, logging your presence within the building, and attention to other specific expectations is essential. Anyone who refuses to observe these fundamentals may be asked to leave by staff or ushers or may not be able to participate in future events.
- The pandemic makes us fearful of the unknown. A sense of chaos sets in and we naturally seek worship and fellowship to see our way forward. We must remain tolerant and compassionate to the range of individual fear of the virus. At the same time, we must tolerate and embrace the essential social needs we have as human beings.
- All attendees of fellowship activities will be required to adhere to the personal guidelines as outlined in Section 1 of this document.
- Fellowship groups that wish to gather in-person will be requested to submit gathering proposals to designated Church staff outlining how their intended gathering will meet safely. This applies to any official FUMC group that would use Church facilities or resources and also off-site gatherings.
  - An example proposal can be seen in the Appendix C
  - Fellowship groups that submit acceptable proposals will have their meetings listed in the Church calendar, fliers, and related documents.
  - Groups that do not submit proposals do so outside the officially supervised efforts of the Church. We encourage fellowship, but the Church is not responsible for contact tracing needs that might arise from an unofficial gathering.
  - Church staff will review proposals relative to the protocols outlined in this document and communicate the outcome in a mutually acceptable and timely fashion.

## Appendix A: Cleaning Schedule

Type/Area	Procedure	Clean Type	Times/day	Notes
<p><b>FUMC Pandemic Cleaning Procedures:</b> During a pandemic, additional cleaning to minimize the transmission of the virus, particularly high use surfaces (eg: sinks, door handles, railings, toys, tables and bench tops) will take place. Most disease transmission is thought to be via the human respiratory tract. However, Covid-19 is viable on many surfaces for days. Unintended transfer of virus to otherwise clean hands can occur. Consequently, cleaning of environmental surfaces with a neutral detergent flowed by a disinfectant solution is recommended for most surfaces. Pews and fine furniture surfaces should be cleaned with non-damaging cleaners followed by appropriate furniture polish if appropriate. Glass can be cleaned with multisurface cleaner and followed with ordinary glass cleaner to avoid the appearance of streaking or dirtiness with antibacterial residue. Surfaces that are frequently touched with hands should be cleaned more often.</p>				
Reception area/desk	Wipe down with a general cleaner followed by a solution of bleach and water.	Multisurface cleaner* and bleach and water solution	2x	Spray bleach solution on cloth and wipe surface down.
Hand Rails	Wipe down with a general cleaner followed by a solution of bleach and water.	Multisurface cleaner* and bleach and water solution	2x	Spray bleach solution on cloth and wipe surface down.
External Door Handles/Knobs	Spray with In-Cide disinfectant and wipe down with a clean cloth.	In-Cide or bleach and water solution	2x	
Internal Door Handles/Knobs	Spray with In-Cide disinfectant and wipe down with a clean cloth.	In-Cide or bleach and water solution	2x	
Light Switches	Spray with In-Cide disinfectant and wipe down with a clean cloth.	In-Cide or bleach and water solution	2x	
Tap Handles in classrooms and bathrooms	Spray with In-Cide disinfectant and wipe down with a clean cloth.	In-Cide or bleach and water solution	2x	
Tables when used for food prep and meals	Wipe down with a general cleaner followed by a solution of bleach and water.	Multisurface cleaner* and bleach and water solution	2x	Before and after use
Worship areas - pews and other objects that are touched or subject to respiratory spray	Vulnerable furniture surfaces wiped down with furniture polish (multisurface cleaner). Plexiglass protective items are cleaned with Multisurface cleaner* and bleach and water solution	Multisurface cleaner		After activity use
Mixed use tables	Spray with In-Cide disinfectant cleaner or bleach and water solution	In-Cide or bleach and water solution		After activity use
<p><b>Child Toys/Objects - Children's Church Nursery on 2nd Floor:</b> Toys that cannot be cleaned and sanitized should not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body fluids should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with Activate, rinse again, and air dry. Objects may also be cleaned in a mechanical dishwasher. Be more mindful of items more likely to be placed in a child's mouth such as play food, dishes and utensils. Children's books, like other paper-based materials such as envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures. However, any concern about contamination that can be controlled with cleaning is reasonable.</p>				
Changing tables	Clean with multisurface cleaner and disinfectant (clorox)	Multisurface cleaner* and bleach and water solution	After each use	
Handwashing sinks and faucets	Clean with multisurface cleaner and disinfectant (clorox)	Multisurface cleaner* and bleach and water solution	End of the Day	
Counter tops	Clean with multisurface cleaner and disinfectant (clorox)	Multisurface cleaner* and bleach and water solution	End of the Day	
Toilets	Clean with multisurface cleaner and disinfectant (clorox)	Multisurface cleaner* and bleach and water solution	End of the Day	
Diaper Pails	Clean with multisurface cleaner and disinfectant (clorox)	Multisurface cleaner* and bleach and water solution	End of the Day	
Floors	Clean using a mop with a floor cleaner/disinfectant	Floor Cleaner Disinfectant	End of the Day	
<p>*Other cleaning items that may be used are Ozium (kills particles in the air); Pledge Antibacterial Multisurface Cleaner;</p>				

### Appendix B: Recommended occupancy limits for various areas of the Church

Although our calculations of all possible spaces are not included, we have performed room measurements and calculations for maximum attendance with proper distancing of participants. The calculator utilized was endorsed by the United Methodist Northern Illinois Conference <sup>2</sup>. The Sanctuary, Great Hall, and Tittle Chapel all have square footage capable of supporting well beyond the 50-person limit in place at the time of writing.

<b>Space</b>	<b>Measured footage</b>	<b>With 6-foot separation, and no clustering of family groups, the maximum number of people permitted in the space:</b>
Conference Room	225 sf.	6 People
Dining Room	2,108 sf.	58 People (50 limit)
Glenna Hall	1,127 sf.	31 People
Kitchen	1,056 sf.	29 People
Tittle Chapel	3,684 sf.	102 People (50 limit)
Garth	approx. 2,000 sf.	55 People (50 limit)

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<sup>2</sup> ReTurn Team Plan, Northern Illinois Conference, Sally Dyck, Bishop, updated June 15, 2020

## Appendix C: Proposal Guidelines for In-person Fellowship Event

Fellowship groups that seek FUMC endorsement of their gathering must notify Church staff of their intentions to follow the recommendations found in this document. In general, there is a staff member that is assigned or interacts with each fellowship group. That staff member must receive in written form comments addressing the following essentials:

1. Date and times involved for the planned event. Indicate if this is a repeated event.
2. Number of expected attendees
3. Location of the event and adequate description of the physical plant's ability to accommodate your group for adequate social distancing
4. Describe any expected conflicts/contacts with others in the physical space you have chosen. If your event is going to take place within the church building you must attempt to avoid simultaneous presence with other groups. A Church calendar will be maintained by staff to assist in this endeavor.
5. Logistics that you will communicate and follow for controlling potentially infectious behavioral situations, such as use of masking, physical distancing, outdoors versus indoors (respiratory transmission risk is less outdoors), ingress and egress of attendees, and so forth.
6. Your plans for preventing direct physical transfer of virus (e.g. how you will serve food without having multiple hands touch the same surfaces)
7. Your plan to clean the common areas before and after the event
8. Your plan to offer masks, hand sanitizer, and other items to attendees
9. Your plan to handle attendee needs for restrooms
10. Your method for logging attendance and self-reported healthy status of attendees
11. Any other efforts you plan to do in the effort to hold a safe event

An example of what this might look like is below.

### Total Child New Family Orientation Proposal

While many things will seem different with new procedures in place for the safety of all, the mission of the Total Child Preschool and Childcare Center, as a ministry of First United Methodist Church (FUMC) of Evanston, will continue to be committed to serving the greater community and support families by providing affordable, quality childcare in an environment that values and embraces economic, racial, cultural, and religious diversity. **We will continue to provide a program that works with parents to affirm and encourage children and to nurture children's social, emotional, intellectual, physical and spiritual development** through a child-centered, play-based pedagogy.

This proposal will lay out the recommended practices as we invite our new families to Total Child for an orientation gathering, scheduled for Wednesday, August 5th at 5pm. These health and safety protocols are in place to maintain a healthy school environment for children and their families during the orientation event.

**It is proposed that 9 new families to the toddler program will be joining the two teachers and the school Director outside in the Memorial Garden of FUMC on Wednesday, August 7th, 2020.**


- *Families will enter through the outdoor gates located on Hinman.*

- *It is requested each family bring a blanket to sit on and physically distance themselves from others in a safe manner.*
- *PPE and Hand Sanitizer will be available for families if needed.*
- *All adults must wear a mask.*
- *Upon entrance into the Memorial Garden, the Director will be equipped with a touchless thermometer to conduct a wellness check. After taking temperatures, each family will be asked the following questions: 1) Does anyone in your family have symptoms of COVID, such as dry cough or shortness of breath, fever, muscle aches, lack of taste or smell? 2) Was anyone in your family exposed to someone with COVID in the past 10 days? 3) Has anyone in the family taken any fever reducing medications today?*
- *Signage will be posted outside the gates as well as the “health check table” for families to review symptoms, reminders to wear a mask and cover cough, and to maintain a 6-foot distance from other families.*
- *Families will be assisted by the classroom teachers as to placement of blankets throughout the Garden in order to maintain a safe physical distance from one another.*
- *Teachers will share stories and provide some individual activities for families to participate in on their blankets as the Director or classroom teachers escort families 1:1 into the building (using the entrance/exit door to the Garden) and up the elevator to Room 23 for a brief 5-minute visit. Applying hand sanitizer upon entering the building will be required.*
- *The bathrooms will be closed for use at this time.*

Once Orientation has been completed (1-hour time frame). The Director will sanitize all door handles/knobs, handrails, light switches and elevator buttons before departure.

Hand Rails	Wipe down with a general cleaner followed by Activate Sanitizer.	Multisurface cleaner and Activate sanitizer
External Door Handles/Knobs	Spray with Activate Sanitizer and wipe down with a clean cloth.	Activate
Internal Door Handles/Knobs	Spray with Activate Sanitizer and wipe down with a clean cloth.	Activate
Light Switches	Spray with disinfectant cleaner or wipe with disinfectant wipes	Clorox/H2O Solution or Clorox wipes

Appendix D: Example COVID-19 symptom checklist

<b>Team Member COVID-19 Screening Questionnaire</b>	
<p><b>Are you currently experiencing any of the following symptoms?</b>  <i>If you answer "Yes" to any of the questions, please contact your manager before beginning work</i></p>	<p>Fever <input type="checkbox"/> Yes <input type="checkbox"/> No (Above 100.4 degrees per CDC guidelines or a specific temperature range as outlined by local ordinance)</p> <p>Shortness of Breath <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Cough <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Runny nose or congestion <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Chills <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Muscle Aches <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Sore Throat <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Vomiting <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Diarrhea <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>New loss of taste or smell Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Have you been tested for COVID-19 and are waiting to receive test results?</b></p>	<p>Have you been tested for COVID-19? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>If you answered yes to the above question, please specify the reason for testing.</b></p>	<p><input type="checkbox"/> (routine) screening for school or work</p> <p><input type="checkbox"/> (routine) screening prior to scheduled procedure or hospitalization</p> <p><input type="checkbox"/> a family member , a co-worker or person that I was around tested positive</p> <p><input type="checkbox"/> Other (please specify):</p>
<p><b>Have you tested positive for COVID-19 within the last 2 weeks, or has your doctor decided that you may have COVID-19 or that you should be in quarantine for possible infection?</b></p>	<p>Have you tested positive for COVID-19 or have been diagnosed with COVID by a doctor or licensed health care professional?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="text-align: right;">  </div>

## Appendix E: Draft Letter if someone tests positive for COVID-19 at FUMC

Please note – It is our policy to cooperate with all required contact tracing efforts extended by the Illinois Department of Public Health and/or Evanston Health and Human Services. This is our reason for logging all entries into Church property and official events. We will release to authorities the names and contact information of anyone on our logs deemed at risk. Contact tracers will contact at-risk individuals based on their current criteria. We will simultaneously contact all involved individuals ourselves since it is our policy to be completely transparent when this situation arises. Furthermore, at the senior pastor's option, we will email notification to rest of the church members when this occurs. In all such situations we will maintain patient privacy consistent with federal law.

Dear Church Member,

We have been notified that an individual present at FUMC on [Date] tested positive for Coronavirus (COVID-19). We have been in contact with the [Evanston Health and Human Services and/or Illinois Department of Public Health] and will continue to follow their guidance. We will provide you with any additional updates as a result of this confirmed case.

We understand this may cause you concern, and assure you that we continue to take the COVID-19 situation very seriously and are following official recommendations to protect our staff and parishioners. Daily cleaning completed by our custodial team aligns with and exceeds CDC expectations for cleaning and addresses potential spread through high touch surfaces. In addition, out of an abundance of caution, we have ordered a one-time special enhanced cleaning of the entire office and relevant church building spaces.

Every day employees, visitors and pastors self-certify that they do not have symptoms of Coronavirus before coming into FUMC. We will continue with this policy and will require it of you if you enter the building or attend an officially recognized event. We all have a role to play in staying healthy, and we remind everyone to wash your hands and use hand sanitizer often. Respiratory contact risk is best controlled by wearing a mask in public, keeping a distance of 6 feet between yourself and others at all times, and to always cover your cough and sneeze even when wearing your mask.

DO NOT COME TO FUMC or venture into public if you have symptoms of COVID-19. If you have any questions or concerns, please contact the church office or one of our pastors.

Thank you for helping us prevent the spread of COVID-19 in our community.

Sincerely,

Candi Boutwell

FUMC Church Business Administrator