

Staff and Special Use Protocols
Plan for Staff and Limited Congregational Use of the Church Building
First United Church of Oak Park
Public Health Task Force

October 16, 2020

Pursuant to its charge by the Church Council to develop plans for the safe reopening of the church, the Public Health Task Force developed the following plan for staff and limited congregational use of the church building. This plan follows previous plans for the Nursery School's Sprout Camp and fall reopening, for Pro Musica's use of the church grounds for its fall program, and for entry to the church by individual congregational members and external contractors to conduct essential church business. It is another step in a "step-wise" progression toward full and safe reopening of the church building. Additional plans will be developed in the months to come for further reopening of the church building to additional groups and for additional activities.

As more and more plans are developed, and as the church gradually reopens to greater numbers of people and activities, the need for communication, coordination, monitoring, and adjustment increases. This plan anticipates that need, and provisions are built in accordingly.

This plan is presented in two parts. The first part provides for safe, regular use of the building by church staff. The second part provides for weekday and evening use of the building by congregational groups for church activities. This plan assumes that we have entered and remain in Phase 4 of the Illinois Department of Public Health's (IDPH) COVID-19 guidance.

From a public health perspective, the safest thing we could do would be to keep the building completely closed. However, there are reasonable steps that we can take to make staff and congregational access to the building relatively safe by following guidelines from the CDC and ISHP, and by adapting them to our situation at First United. These steps include limiting and coordinating the times staff and congregants are able to access the building, identifying spaces for gathering that are relatively safe, and controlling the numbers of persons who can congregate at any one time in any particular space.

The Task Force is acutely aware of the importance of providing for regular staff access to the building so that they are able to perform their roles to the best of their ability. As the pandemic has stretched on for over seven months, work from home has become tiresome for some, with some Church employees requesting that they be allowed to work from the office. Employees who would prefer to work from the office could do so under this policy.

Employees who have been working from home and would prefer to continue working from home could do so under this policy.

The Task Force is also acutely aware of the desire and need of church members to once again engage with their church home physically, spiritually, and emotionally. Many members keenly feel the physical separation and isolation, and grieve the inability to enter the building. The Task Force hopes that this plan will provide an important step forward for both staff and congregants.

Use of the Building by Church Staff

The first part of the plan provides for regular access to the building by church pastoral, administrative, and custodial staff. The purpose of this plan is to create safe opportunities for staff to use the building to perform their work; to gain access to files, equipment, and other resources important to their work; and to assist congregants and congregational groups who are granted access to the building according to the second part of this plan, or according to previously adopted protocols. This part of the plan is not a mandate for staff to return to work in the building; rather, it provides for staff to use the building when they wish to return, when their work requires it, and when working in the building will help them work more effectively.

Church staff will have access to the church building according to the following provisions. Staff members will be notified of the provisions of this plan by John Edgerton as Head of Staff. Staff members will be provided copies of this plan so that they can be fully aware of its provisions and protocols.

Zone System

This plan gives staff members regular access to a “zone” on the main floor of the building. The staff zone includes the suite of ministerial and administrative offices, the conference room, Room 12 (the choir room) in which desks for the music staff are located, the music storage room, the office used by financial staff, and the sanctuary. The zone also includes various areas staff would need to pass through in order to reach rooms inside the zone. Please see Attachment A for a complete map.

Hours that staff will have access to the building will be determined by staff members’ work responsibilities, their need to meet and work together in person, and their individual needs, interests, and desire to return to the office. Specific days and hours that staff will use the building will be determined in collaboration with John Edgerton, Head of Staff. Such a schedule of building use will also take into consideration the need for a member of the staff to be present for congregant entry to the building described in the second part of this plan.

Staff members will enter and exit the building and this zone through one of three doors: (a) the main parking lot door; (b) the glass door directly into the suite of ministerial and administrative offices; and (c) the brown wooden door into the back hallway. Staff use of these doors and use of hallways will be coordinated with the Nursery School, and with the entry and exit of congregational groups (see second part of this plan). The goal will be to reduce the likelihood of unnecessary contact with others.

Staff will use the restrooms on the main floor that are off the Lounge and by the kitchenette. Two persons are allowed in either restroom at one time. The restroom between Room 12 and 13 will not be available for staff use—it is reserved for use by the Nursery School.

Six staff members share common workspace within this zone. Lydia Mulkey and Alicia Reese share an office. Maureen Wheeler and Shirley Kyle share the finance office. And, Bill Chin and Michael Surratt share Room 12. Staff members who share one space can establish a schedule so that only one person occupies the space at any particular time. Further, two additional rooms will be set aside as “floater” spaces when staff who share a common space wish to work in the building at the same time. These “floater” spaces are the Business Office (Dennis Cobb’s old office) and the Conference Room. When both persons sharing one space are present at the same time, one will work in one of the “floater” spaces. Additional “floater” space will be found and adjustments will be made when Heather Vanderberg begins working out of the Business Office.

Finally, staff will not come into the sanctuary during the time slots when this space is occupied by a congregational group, as described in the second part of this plan.

Health Protocols

The following health protocols would be followed by staff at all times:

- On the day of coming to the church, and before entry, each staff member is to self-administer a temperature check and a prescribed symptom check (see Attachment B).
- Upon arrival at the church, each staff member is to sign-in using a registry attesting to a temperature of less than 38C or 100.4F degrees and to the absence of symptoms (see Attachment C). No staff member is allowed to enter the building with a temperature greater than 38C or 100.4F degrees or with any of the listed symptoms. The presence of any symptom on the symptom check should be reported within 24 hours to John Edgerton. Consistent with IDPH guidelines, this staff member must not attempt to enter the building for at least 10 days from the onset of symptoms and for 24 hours with no fever (without fever-reducing medication) or an alternate diagnosis. Also consistent with IDPH guidelines, a staff member who

tests positive for COVID-19 is obligated to isolate at home for at least 10 days from the onset of symptoms and for 24 hours with no fever (without fever-reducing medication) and with general improvement of symptoms. A staff member who tests positive is also obligated to notify John Edgerton immediately upon receiving the positive test result. Other staff members will be notified of a positive test to take proper precautions and the proper Village authorities will be notified.

- For a summary of this guidance, [please click here.](https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf)
<https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>

- Masks must be worn at all times when staff members are outside of their individual offices, and when they are in rooms, spaces, and halls and are likely to encounter other persons.
- Social distancing of six feet or more is required in all places where other persons are present.
- Regular hand washing and use of hand sanitizer are “musts”.
- The staff zone will be cleaned daily per CDC/IDPH-recommended procedures. Wipes and/or spray bottles and paper towels will be placed in each office/workspace. Staff members will wipe surfaces in the spaces they work (e.g., desks, tables, keyboards, chair arms, etc.) at the beginning and conclusion of work.

Limited Use of the Building by Congregational Groups

This part of the plan provides for controlled, safe use of certain rooms and spaces in the building during a limited number of prescribed time slots during the week. The purpose is to create a first set of opportunities for congregants who wish to do so to gather and to engage in fellowship and in joint work for the church. This part of the plan is an anticipatory first step toward broader reopening when it is safe at some point in the future.

The plan considers together four factors: (1) time slots for groups to gather (time of day and day of week); (2) room or space size and separation from other rooms and spaces; (3) numbers of people in a group that wishes to gather; and (4) the nature of the proposed activity. This part of the plan includes a mandatory reservation and room assignment system and staff oversight and support. Congregants are prohibited from using building keys they may have in their possession to enter and use the building without going through the reservation system and receiving permission to enter the building. They are prohibited from accessing other parts of the building unless receiving permission to do so via the Building Entrance protocols adopted in July 2020.

Access will be provided only to groups of congregants who are engaged in church-related activities. By “church-related” activities, we mean activities “by” and “for” congregants. Some examples include:

- Events planned by one or more church Teams (formerly known as “committees”), e.g. Faith in Action, Planned-Giving, Adult Education, Deacons, etc.
- Events or activities planned and run by individual church members or groups of church members in collaboration with one or more church staff or clergy. Good examples of intended activities would be prayer shawl ministry, maintaining the library, Primetime gatherings, etc.

This part of the plan does not provide for building use by external groups and organizations (with the exception of Beyond Hunger which has been operating in the building since the lockdown in March and Pro Musica which is currently using the church lawn). The Task Force looks forward to the time when it will be safe to invite external groups and organizations back into the building. Now, we take one more step from the most restricted use of the building to more regular and flexible operations.

Congregants will be notified of these procedures and protocols for limited congregational group use of the building through the church’s regular channels of communication, notably E-Blasts, the Messenger Bell, announcements in worship, and staff communication with congregants. Paper notices will be mailed to congregants who do not have access to or who do not use electronic communications. In addition, procedures and protocols for building use will be linked to the reservation system that will be developed and be available to those wishing to make a reservation for a time slot and a room or space.

Times Slots, Rooms, and Spaces

A limited number of time slots will initially be made available each week for congregational groups to engage in church-related activity in the building.

As a first step in providing access to the building for congregational group activity, four time slots, one on each of four days a week will be made available by reservation only. These time slots are identified according to three considerations: (a) the location in the building of rooms and spaces that provide safe distancing from others in the building; (b) the availability of staff members (or perhaps volunteers) to welcome groups into the building, administer symptom checks, and monitor space use; and (c) the ability of custodial staff to clean rooms and spaces before their next use. To provide adequate time for cleaning and to reduce the chance that groups using the building might come into contact with others (e.g., church staff, Nursery school children and personnel, Beyond Hunger staff), groups must vacate their rooms/spaces and leave the building promptly at the end of their time slots.

The following time slots are currently anticipated. These slots may be changed as this plan is implemented and circumstances warrant.

- Time Slot #1: Mondays, 2:00pm to 5:00pm
- Time Slot #2: Tuesdays, 6:00pm to 9:00pm
- Time Slot #3: Thursdays, 2:00pm to 5:00pm
- Time Slot #4: Fridays, 10:00am to 12:00pm

The number of slots could be increased if and when demand for building use grows and only if experience bears out that our procedures are keeping people safe.

Three rooms and spaces will be set aside for congregational groups to use during these time slots (see Attachment D). Using a reservation process described below, these rooms/spaces will be assigned by staff to groups according to group size and room/space capacity for safe use.

- Library. Capacity: maximum of 4 people.
- Room #13. Capacity: maximum of 6 people.
- Sanctuary. Capacity: maximum of 20 people.

Upon check-in to the building, congregational groups are asked to go directly to the rooms/spaces assigned to them and not visit any other rooms or spaces in the building, with the exception of the assigned restrooms. They must follow the prescribed traffic paths from the Information Desk to their assigned rooms/spaces and use the same paths to leave their rooms/spaces and exit the building.

Congregational groups will only be able to use the restrooms between the Lounge and the kitchenette. Only two persons will be allowed within a restroom at a time. Mask wearing and social distancing are expected within the restrooms. Congregational group members are to follow a straight path from their assigned rooms to the restrooms and back again (see Attachment D).

Congregational group and group member activity will be admitted by a member of staff who will greet groups as they enter the building and check them in (see below). If groups or group members fail to comply with these procedures, access to the building by that group in the future will be reconsidered.

Reservation System

Congregational groups interested in using the building will make reservations for a time slot and a room using Event Builder, which will be modified to support this plan. An administrative staff member will take information supplied by a group contact person on

Event Builder, assign that group to a time slot and a room accordingly, and notify the contact person that the reservation request has been approved. An administrative staff member will maintain this reservation system, and make adjustments that may be warranted.

To make a reservation, a group contact person will provide the following information through the church's website: (a) name of the group or activity; (b) name and email address of a contact person (person requesting the reservation); (c) the group's activity; (d) number of persons in the group (names of group members attending will be collected during check-in for possible contact tracing); (e) the time slot requested; (f) a room/space preference; and (g) any special room arrangement, furnishings, or equipment needed.

A link to this plan and related protocols will be available in Event Builder for reference by congregants.

Point of Building Entry and Exit

All congregational groups will enter and leave the building through the main parking lot doors. Entry and exit through other doors is prohibited, unless the individual congregant is entering the building under different procedures and protocols for other purposes (i.e., Building Entrance Protocol, adopted July 2020).

Masks are required, properly worn (covering nose and mouth), to enter the building. Upon entering the main parking lot doors, congregants are to proceed directly to the Information Desk in the Lounge for sign-in. In addition to wearing masks, congregants will practice proper social distancing, staying at least 6 feet apart from others at all times.

Sign-In Process

A person on the church staff or perhaps a volunteer will serve as "host" for each congregational group entering the building. This host will orally administer a symptom check to each congregant (see Attachment E) and have the congregant sign-in using a reception registry (see Attachment F). The host will record the date and time of entry, the congregant's name and email address or phone number (to ensure that the church has accurate contact information and to allow for contact tracing should it be necessary), the group's name, and the room assigned. The host will "check" a space indicating that the congregant reports no symptoms or positive COVID test result, and will have the congregant initial the entry as verification. If a congregant reports any symptoms, COVID diagnosis within the past 10 days or COVID exposure within the past 14 days, that congregant will be asked to leave the building.

Once signed in, the host will direct congregants to the traffic paths to reach their assigned rooms and spaces (see Attachment D). The host will tell congregants of protocols for

restroom use (see above). And congregants will be reminded to stay in their rooms, stick to their traffic paths, and leave the building when their time slots are over.

Health Protocols

The following health protocols will be adhered to at all times:

- Each member of each group must sign in and complete a symptom check upon entry to building. A “host” will be present and manage the sign-in process and symptom check as described above. Consistent with IDPH guidelines a congregational member must not attempt to enter the building for at least 10 days from the onset of COVID symptoms and for 24 hours with no fever (without fever-reducing medication) or alternate diagnosis. Also consistent with IDPH guidelines, a congregant who tests positive for COVID-19 is obligated to isolate at home for at least 10 days from the onset of symptoms and for 24 hours with no fever (without fever-reducing medication) and improvement of symptoms.
 - For a summary of this guidance, [please click here.](https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf)
<https://www.isbe.net/Documents/IDPH-COVID19-Exclusion-Decison-Tree.pdf>
- Extra masks will be provided at sign-in for those who need them. Wipes and hand sanitizer will be placed at the Information Desk, in each room/space where groups can meet, and in each bathroom available for use. Clean pens will be provided for congregants to use during sign-in.
- Masks must be worn properly (covering both nose and mouth) at all times, when entering and leaving the building, in halls and traffic paths, in rooms/spaces with others, and in restrooms.
- Social distancing of at least 6 feet must be maintained at all times in all spaces when others are present.
- Water/coffee service will not be provided by the church.
- Congregants are asked to refrain from eating while in the church.
- Rooms will be set up to promote social distancing (e.g., chairs placed at least 6 feet apart, etc.).
- The rooms, spaces, traffic paths, and restrooms used by congregational groups will be cleaned daily per CDC/IDPH-recommended procedures. Cleaning supplies (e.g., wipes and/or spray bottles with paper towels) will be provided in each room/space. Group conveners will wipe tables before and after gatherings.

Monitoring, Assessment, and Adjustment

Successful implementation of this plan will require congregants and staff to follow these protocols. Therefore, it is important that everyone take these protocols seriously. If people do not follow these protocols, we will have to restrict building use.

Problems that arise from noncompliance with the plan leading to COVID exposures will be reported immediately to Head of Staff John Edgerton and Amy Cardin, chair of the Public Health Task Force. In turn, they will inform appropriate others. In the event of a positive test, the Oak Park Department of Public Health must be notified immediately.

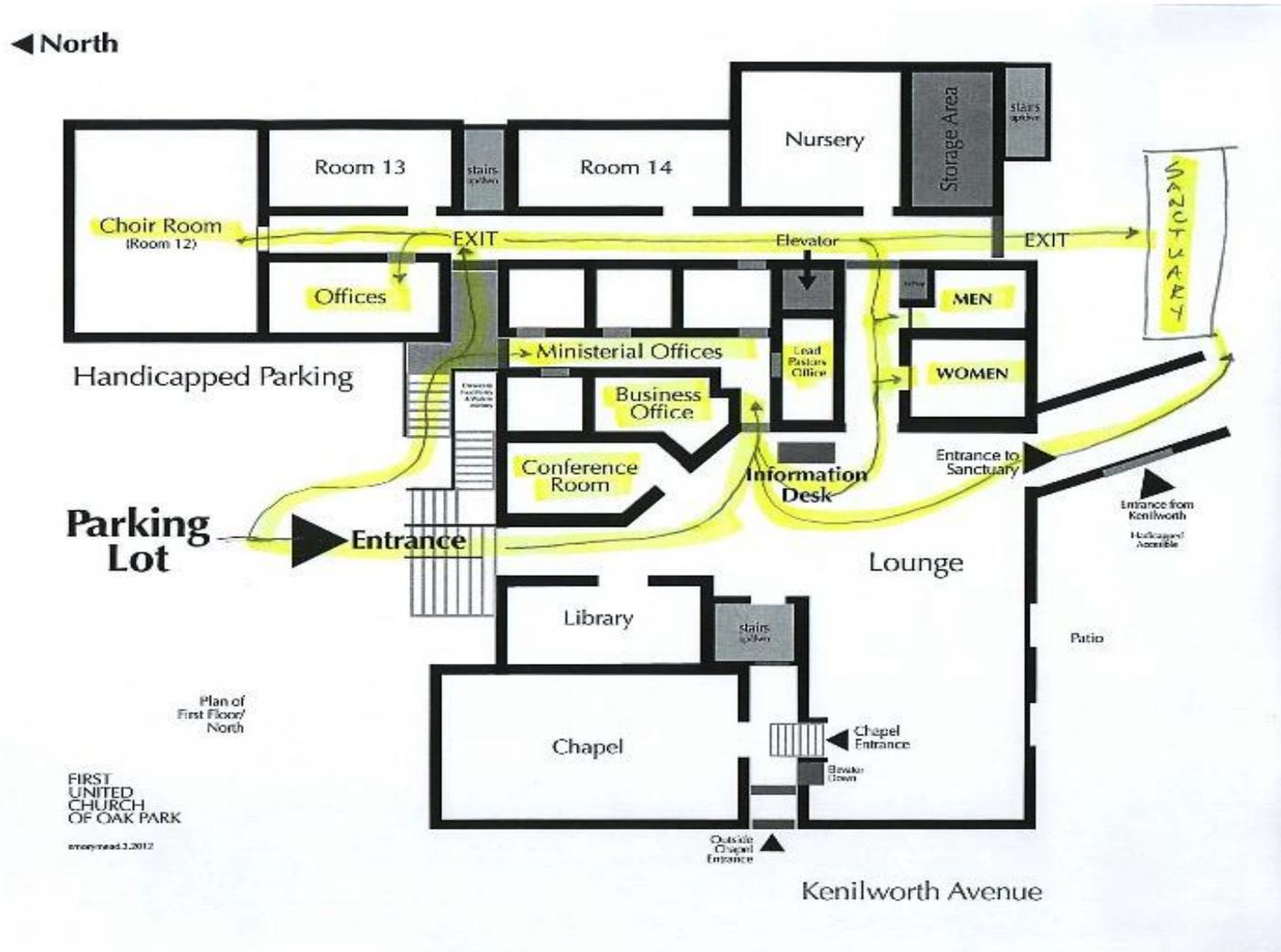
The Task Force will convene to assess this policy as needed.

Staff Responsibilities

Successful implementation of this plan will require staff to assume certain administrative and custodial responsibilities. How these responsibilities are assigned and how staff performance of these responsibilities is monitored falls to the staff and the Head of Staff to decide. These responsibilities include but may not be limited to the following. Other tasks may arise during implementation and should be assigned and monitored accordingly.

- Provide forms for sign-ins (registry), symptom checks, and designate spaces for storing completed sign-in forms and symptom checks.
- Develop and manage the reservation system (the system as described above).
- Serve as hosts or identify and schedule volunteer congregant hosts for group sign-in, symptom checks, and “real time” monitoring.
- Provide masks, hand sanitizer, wipes, pens, etc. for Information Desk, the staff “zone”, rooms and spaces for congregational use, and restrooms. Provide cleaning supplies for each room/space (e.g., wipes or spray bottles and paper towels).
- Develop and maintain a record keeping system for staff symptom checks/sign-ins and congregational group symptom checks and sign-ins registry. If Event Builder does not keep a record of room and time slot reservations (for a record of room use), a system for keeping such a record will need to be developed and maintained.
- Develop and maintain a log for cleaning, including date, time, room/space, and initials of person performing the work.

Attachment A. Staff Zone



Attachment B. Staff Symptom Check (Self-Administered)

Do you understand that if you answer “yes” to any of the following questions about COVID-19 symptoms that you will not be allowed to enter the building at this time?	YES	NO
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Do you agree to wear a mask properly (covering nose and mouth) and maintain at least 6 feet of social distancing when around others at all times when you are on the premises?	YES	NO
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Do you understand that if you I have traveled outside of the Chicagoland area that you should carefully consider whether your entry into the building could put others at risk.	YES	NO
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Do you have any of the following symptoms?

1. Cough	YES	NO
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2. Sore Throat	YES	NO
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3. Shortness of Breath or Difficulty Breathing	YES	NO
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4. Fever (temperature above 100.4 degrees)	YES	NO
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5. Complete loss of taste or smell	YES	NO
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6. Any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue?	YES	NO
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7. Have you taken any medication to reduce a fever in the last 24 hours?	YES	NO
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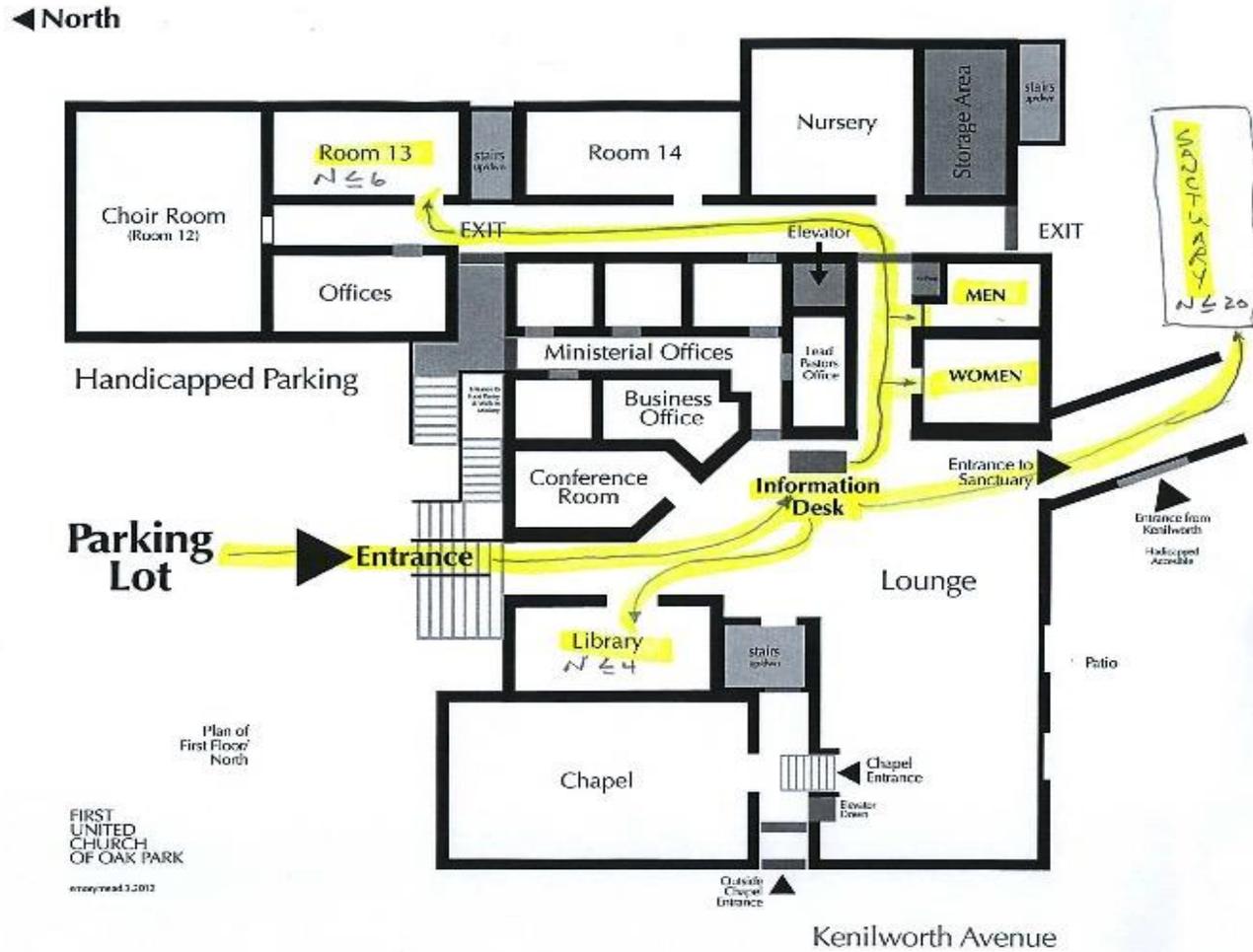
8. Have you or anyone in your household experienced the above symptoms within the last 14 days?	YES	NO
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9. Have you or anyone in your household been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the last 14 days?	YES	NO
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10. Have you tested positive for COVID-19 within the past 10 days?	YES	NO
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11. Have you been tested for COVID-19 within the past 10 days and are you waiting to receive your result?	YES	NO
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Attachment D. Rooms and Spaces for Congregational Use



Attachment E. Congregant Symptom Check (Administered by Host)

Do you understand that if you answer “yes” to any of the following questions about COVID-19 symptoms that you will not be allowed to enter the building at this time?	YES	NO
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Do you agree to wear a mask properly (covering nose and mouth), and maintain at least 6 feet of social distancing when around others at all times when you are on the premises?	YES	NO
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Do you understand that if you I have traveled outside of the Chicagoland area that you should carefully consider whether your entry into the building could put others at risk.	YES	NO
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Do you have any of the following symptoms?

1. Cough	YES	NO
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2. Sore Throat	YES	NO
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3. Shortness of Breath or Difficulty Breathing	YES	NO
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4. Fever (temperature above 100.4 degrees)	YES	NO
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5. Complete loss of taste or smell	YES	NO
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6. Any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue?	YES	NO
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7. Have you taken any medication to reduce a fever in the last 24 hours?	YES	NO
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8. Have you or anyone in your household experienced the above symptoms within the last 14 days?	YES	NO
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9. Have you or anyone in your household been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the last 14 days?	YES	NO
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10. Have you tested positive for COVID-19 within the past 10 days?	YES	NO
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11. Have you been tested for COVID-19 within the past 10 days and are you waiting to receive your result?	YES	NO
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