



SET THE CAPTIVES FREE OUTREACH CENTER
BREAKING CHAINS AROUND THE WORLD!

COVID-19 REOPENING GUIDELINES

(The following guidelines are subject to change, pending updated guidance from public health and governmental agencies.)

PHASE TWO

Guidelines for Resuming In-Person Worship Services

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SET THE CAPTIVES FREE OUTREACH CENTER COVID-19 PHASE II PLAN

Guidelines for in-person worship services with limited capacity. **Regardless of your COVID vaccination status, you must adhere to the guidelines set forth in Phase II of this plan.** The following guidelines are subject to change, pending updated guidance from public health and governmental agencies

I. GENERAL GUIDELINES

A. A FACE MASK

Wearing Masks:

A face Mask is required at all times in the building except during speaking or singing from the pulpit. A mask must be worn immediately when speaking or singing from the pulpit is finished. Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps.

Note: Masks should not be placed on children younger than 2 years of age, anyone who has trouble breathing or is unconscious, and anyone who is incapacitated or otherwise unable to remove the mask without assistance. A mask is NOT a substitute for social distancing. Masks should still be worn in addition to staying at least 6 feet apart, especially when indoors around people who don't live in your household.

TYPES OF MASK:

- o Medical procedure masks (sometimes referred to as surgical masks or disposable face masks)
- o Masks made with breathable fabric (such as cotton)
- o Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)
- o Masks with two or three layers
- o Masks with inner filter pockets

MASK WITH EXHALATION VALVES OR VENTS

The CDC **does not recommend** using masks with exhalation valves or vents. The holes in the material may allow your respiratory droplets to escape and reach others. Research on the effectiveness of these types of masks is ongoing.

OTHER TYPES OF FACE PROTECTION

The CDC does not recommend using face shields or goggles as a substitute for masks. Goggles or other eye protection may be used in addition to a mask. Do NOT put a plastic face shield (or a mask) on newborns or infants.

B. SOCIAL DISTANCING

Consistent with CDC social distancing guidelines of staying at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces, the following measures are in place:

- o Social distancing (6 feet apart) will be adhered to while standing in line and sitting in the sanctuary.
- o Limit touching for religious purposes, such as shaking hands or holding hands, to members of the same household.
- o Please refrain from hugging or kissing others that are not members of your immediate household.
- o Shorten services to limit the length of time congregants/visitors spend at facilities whenever possible.
- o Avoid assembly line type greetings at the beginning or conclusion of services. Ask congregants/visitors to arrive and leave in a single household group to minimize crossflow of people.
- o Restrict access of the building to corridors, restrooms and sanctuary.
- o The children's church and nursery will remain closed until further notice.

C. CLEANING/SANITATION

- o Hand sanitizer stations will be placed throughout the building.
- o Cover your coughs and sneezes with a tissue or use the inside of your elbow.
- o The church building is professionally sanitized monthly and maintained weekly with proper cleaning procedures
- o Indoor air ventilation and circulation is to be maximized to the extent possible.

II. IN-PERSON WORSHIP SERVICES

A. Recommendation for Attendance:

- o In an effort to protect those who may be at a higher risk of contracting COVID-19, we will encourage seniors with health challenges and those with young children to remain remote and watch service via livestream.
- o Those who are symptomatic or who have been exposed to the virus within 14 days should stay home and will not be permitted to enter the church, in accordance with national, state and local health directives.
- o Anyone with a cough of any sort, or anyone who does not feel well should stay home.
- o Those who are at risk because of an underlying health condition, compromised immune system or caregivers are strongly encouraged, for their own health, to avoid attending in-person services.
- o **If you have tested positive or have been exposed to someone who has tested positive within 14 days do not come to church. If you have tested positive for Covid-19 contact your local health department for further guidance.**
- o Stay home if you are sick.

B. Registration

- o Registration is required to limit the number of congregants/visitors/volunteers to 250 people.
- o Registration will be open from 9:00am Thursday until 9:00am Saturday for members only. Any remaining slots will open to the general public after 9:00am Saturday until capacity is filled.
- o Members will be grouped by categories and the group will alternate weekly.
- o Each person will be asked COVID screening questions at the time of registration **AND** before entering the O.W.E Center on the day of Sunday service.
- o Priority registration will now take place in group categories according to the last name of the head of household. The groups will alternate weekly.
Group One: First and Third Sundays of the month. Last name beginning with A-K.
Group Two: Second and Fourth Sundays of the month: Last name beginning with L-Z.
Note: Fifth Sundays of the month and holidays will be open registration. Last name will not matter.
- o Communion services will alternate monthly between the 1st and second 2nd Sundays to ensure each grouping will be able to attend communion in person.
- o Wednesday night PATH classes will continue on-line for the remainder of calendar year 2021.

C. Entrance/Screening

- o As much as possible, doors are to be propped open, at least at times of entry and departure, to minimize touching of surfaces.
- o Doors will open at 9:30am for the general public and service will start promptly at 10:00am. Doors will close either at 10:30am or when capacity is reached.
- o Each person shall sanitize their hands upon entering the building.
- o Each person is required to wear a face mask/face covering upon arrival.
- o To avoid cross-contamination, congregants are not permitted to wear disposable gloves in the building.
- o Upon entering the main entrance, each person will have his/her temperature taken. Temperatures of 100.4 degrees F/38 degrees Celsius or higher indicates a fever and the person/and family will not be allowed to enter the building.
- o Each person will be asked COVID screening questions and if they have experienced any COVID symptoms and/or been in contact with someone that has been infected with the Coronavirus.
- o If a person has any symptoms related to COVID they will not be allowed to enter the building.
(Symptoms: fever, sore throat, cough, chills, muscle pain, loss of taste, trouble breathing)
- o Each person/couple/family will receive a wrist band denoting proper screening. The wrist band is to remain in place while in the building.
- o Each person/couple/family will be guided into the sanctuary for seating.

D. Restroom Use:

- o Women's bathroom- Will be limited to 2 persons at a time
- o Men's bathroom- Will be limited to 2 persons at a time
- o Everyone is required to follow proper handwashing technique posted in the restrooms. (Use soap and water and rub your hands together for 20 seconds)
- o Signage is posted to remind attendees of social distancing

E. Seating:

- o Ushers will seat all attendees from the front of the church to the back, and in such a way, to emphasize social distancing so that no one has to “step over” another to reach his/her seat.
- o Individuals/Families/Couples living together will be seated together.

F. Offering

- o Electronic giving is highly recommended to minimize the risk of handling envelopes and cash
- o Collection baskets (or any other materials) are not to be passed from one family or from one individual to another, nor shall ushers take up the collection from the congregation. Drop boxes will be used for in-person donations and placed in locations that are easily accessible and centrally located.

G. Dismissal

- o o Congregants will be dismissed in an orderly way to maintain physical distancing and minimize the crossflow of traffic.
- o o Congregants will be dismissed to the closest exit.
- o There will be no congregating in the building before or after service.

III. VOLUNTEERISM

- o Volunteers scheduled to serve each Sunday will register with their department director. They will submit their name and how many people are worshipping with them on that Sunday. Please note that for safety reasons, check-in will take place as a group so the family members who register with you on the volunteer list must arrive with you when you report for duty. If they are not able to do so, they will need to register through the Eventbrite link.
- o Department directors will submit the volunteer's names and how many family members will attend with them each Thursday at 9am.
- o Volunteer arrival and check in will begin at 8:30 each Sunday.
- o People who are not volunteering on a given Sunday must adhere to the registration group for that day.
- o Volunteers serving must adhere to all safety guidelines while in the building.
- o In the event of last minute and emergency changes and cancellations, please let your department director know as soon as possible so they can update their registration online for the day.

IV. REFERENCES

¹<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<https://www.dph.illinois.gov/covid19/community-guidance/places-worship-guidance>