



Restoration Plan and Guidelines for COVID-19

July 29, 2020

Updated (yellow highlights): October 15, 2020



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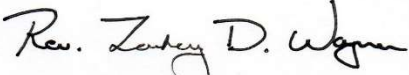
Greetings,

This document is intended to provide direction and guidance to ensure the safety of all who participate in the life of our community and its ministries. During this COVID-19 outbreak we have come to know and understand new ways of being the “church”. We have been, and will always be, the church—even when our physical building is closed. As we begin to make plans for our physical spaces to reopen, the way we carry out our ministries as a church will look and feel different. While this may be uncomfortable, it is done for the sake of safety and in care of others as Paul says in Galatians, *“Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.”* As a “family of believers” here at St. Paul, we have an opportunity to care for one another in the precautions we take as individuals.

This document is not a directive to come back to the way things were, but an invitation to return to physical spaces as they are. This means that your individual decisions and responses to this invitation must reflect your needs for self-care (physical, spiritual, and emotional). Our goal in these guidelines is to create space and experiences that are safe for people to return to, when they feel comfortable to return. While there are never any guarantees that can be made when it comes to safety, the hope is that these guidelines mitigate the risks at this moment. We must also remember that, very much like the virus itself, this document is alive and will need to adapt and change as we continue to learn more about the coronavirus.

Please take the time to familiarize yourself with this document, as it sets forth a vision for how we may continue to safely be the church in these unique times, and contact us if you have any questions.

Blessings,


Pastor Zachary Wagner


Deacon Christine Yucha

Overview of Process and Acknowledgements

St. Paul's Health & Safety Task Force was appointed in May 2020 to develop health and safety guidelines to protect the St. Paul community and users of the building, out of our love for one another. The Health & Safety Task Force reviewed information published by the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), Evangelical Lutheran Church in America (ELCA), Metropolitan Chicago Synod of the ELCA, and others to develop these guidelines, deemed to be appropriate for St. Paul's community and context. Approved by the church council in July 2020, these guidelines will be made available to the St. Paul community and used to make informed decisions related to COVID-19 in all five phases of the "Restore Illinois: A Public Health Approach To Safely Reopen Our State" summarized below:

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Plan Modifications

St. Paul's Restoration Plan and Guidelines are subject to change and will be modified, as needed, to comply with local, state, and federal requirements, as well as changing guidance from the CDC, IDPH, ELCA, and Metropolitan Chicago Synod of the ELCA. The Health & Safety Task Force will convene as needed to discuss modifications, subject to council approval.

Health & Safety Task Force

Thank you to the Health & Safety Task Force for their vital role and participation in this process:

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Grace Duarte

Bob Fritz

Mark Freedlund, Council President

Joel Johnson, Property Commissioner

Leah Pedersen

Pastor Zak Wagner

Deacon Christine Yucha

Restoration Practices and Guidelines

St. Paul's Restoration Practices are described below in ten different categories, and are summarized in grid-form as St. Paul's Restoration Guidelines (also available as a stand-alone document).

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Note: when used throughout this document, “building” or “buildings” refers to the main church building, the Yellow House, and 536 Cornell.

1. Protective measures

Phases 1-3

During Phases 1-3, St. Paul's buildings will be closed except for essential activities such as maintenance, administrative tasks, etc.

- Users who enter the building must use designated entrance and exits.
 - Day Care door is for Day Care use only.
 - Office doors will be enter/exit for staff and visitors only.
- Provide building logs at all entrances. All building users (including vendors and visitors) must sign-in upon entry to enable contact tracing.

Phase 4

During Phase 4, St. Paul's buildings will open in a limited capacity. All users must adhere to new building usage guidelines, including protective measures put in place in Phases 1-3. Additional protective measures include:

- Face coverings required.
 - Must be worn over the mouth and nose for those over the age of two, including vendors/visitors.
 - Must be worn any time two or more people are gathered.
 - Does not need to be worn if person is alone, but must have a mask on your person.
 - Worship leaders are exempt if using a microphone and maintaining additional physical distance.
 - Cloth and disposable masks will be provided at all entrances.
 - Those who do not wish to wear a face covering, except those with a documented medical exemption, will be required to leave. Pastor, Deacon, or other staff should be notified and lead these discussions (as is possible).
- Physical distancing at all times (6' or more between persons).
 - Seating for worship will be arranged so that a safe social distance of 6 feet or more can be maintained. People in the same household may sit together in groups no larger than six.
 - Abide by posted capacity for meeting rooms/gathering spaces.
 - Lift usage will be limited to one person, or two from the same household.
- Hand sanitizer (composed of at least 70% alcohol) will be provided at all entrances.
- Encourage restroom use for emergency situations only.
- Temperature checks before worship services.
 - Touchless thermometer.
 - Temperature must be 100 or lower.
- Eliminate touch-points throughout building.
 - Leave doors to sanctuary, café, and office area open.
 - Remove Tecla bags and all hymnals, bibles, and inserts in pews.
 - Install touchless door openers.
 - Close Totspot/Nursery.
- Post signage at building entrances and throughout building.

- Volunteers must consult with their group leader or staff when they will be in the building, and all groups/committees must notify staff as well (see 8. Groups, committees, education).
- Day Care spaces are restricted access with additional protective measures required (see 9. Community Use and Day Care).
- Increase fresh-air ventilation to minimize airborne transmission by opening windows and doors as much as possible.

Phase 5

TBD

2. Cleaning practices

Phases 1-3

During Phases 1-3, St. Paul's buildings will be cleaned as needed to maintain safe conditions. Cleaning contract will be modified as needed to reflect reduced services.

Phase 4

During Phase 4, St. Paul will implement enhanced cleaning protocols.

- Sanctuary and restrooms are fogged with EPA-approved chemical after every service
- Use one EPA-approved chemical to clean all areas and surfaces; have widely available for use throughout building.
- Train volunteers to assist with cleaning.
- Users in shared offices spray down keyboards, door knobs, and telephone receivers at the end of the day.
- Cleaning staff do all their normal work, with special attention to high-touch areas such as doorknobs, light switches, etc.
- All groups (St. Paul or others) must spray down chairs, tables, and restroom (if used) after gathering ends.
- Day Care manages own cleaning contract.

Phase 5

TBD

3. Employment practices

Phases 1-3

During Phases 1-3, St. Paul's employees are encouraged to work from home as much as possible. The church shall provide access to the technology required to carry out all necessary tasks, including remote access to servers.

- Conduct staff meetings and all other meetings virtually.
- Essential tasks completed on-site by one individual as needed, or on staggered days.
 - When this is not possible staff shall not utilize shared office spaces for more than one hour at a time.
 - The Pastor and Deacon shall assist, where possible, in additional operating tasks to limit larger staff presence.
- If staff does not have access to the proper PPE to carry out a specific task, the church will provide such equipment upon request.

Phase 4

During Phase 4, staff are encouraged to continue working from home but may resume working in the office as needed.

- Staff must stay home if they exhibit any COVID-19 symptoms.
- No punitive measures will be taken for any COVID-19 related illness.
- Staff should avoid the use of the lower-level during Day Care operating hours, and adhere to Day Care requirements if they need to enter Day Care spaces. Day Care requirements will be posted and distributed.
- When leading ministries, staff shall be responsible for ensuring that those they are serving are following safety guidelines as laid out in this document. If issues with this arise, the staff person is responsible for immediately reporting it to the Pastor for further consideration.

Phase 5

TBD

4. Liturgical and Sacramental modifications

Phases 1-3

During Phases 1-3, virtual worship will be recorded by leaders in their homes or 536 Cornell. Weddings, funerals, and baptisms can occur with a maximum of 10 participants.

Phase 4

During Phase 4, in-person worship may resume, either outdoor or indoor.

- Registration system will limit participants to 50 people or less.
 - Outdoor worship has additional capacity for people to worship from their vehicles. Persons in vehicles do not count toward 50 person limit.
 - Waitlist will be enabled for all services.
 - A few spaces will be reserved for walk-up visitors.
 - Registering through online system is preferred (call-in is allowed). Registration links available on St. Paul website.
- Virtual worship option will continue to be provided (either pre-recorded or livestream).
- Abbreviated liturgy will include readings, sermon, communion, and prayers.
 - Very limited unison speaking.
 - No communal singing/humming by assembly or choirs; music will be led by worship leader(s) only.
 - Singer is placed a minimum of 10 feet of distance from others and with the maximum distance possible.
- Limited movement and contact during service.
 - No gathering of offering as part of service (collected upon entry); virtual options encouraged.
 - Sharing the peace “in place”.
 - Pre-packaged communion kits will be used.
- Worship times will be established to avoid overlap between services and to allow ample time for cleaning. Volunteers will be trained to properly facilitate this process.
- Fellowship time/opportunities will be limited and discouraged, especially inside of buildings.
- Weddings, funerals, and baptisms can occur with a maximum of 50 participants
 - Baptisms may occur following a service as “private”, as is pastorally appropriate
 - Water will be placed in font only during baptisms.
- Totspot/Nursery is closed; no childcare provided during worship.

Phase 5

TBD

5. Response to a COVID+ diagnosis

Phases 1-4

During Phases 1-4, if someone who has been in any St. Paul building tests positive for COVID-19, they must notify the Pastor or Deacon immediately.

- Provide pastoral care for the individual virtually, and include on prayer list/chain by request.
- Impacted individuals or those exposed to a person diagnosed with COVID-19 are encouraged to stay home and self-monitor for symptoms for 14 days
- Areas used by the sick person will be closed for cleaning and disinfection.
- Any individual with symptoms of COVID-19 or who have tested positive for COVID-19 are not to return to the building until they have met CDC's criteria to discontinue home isolation.
- Impacted individuals (other people who have been in the building) and public health officials will be notified.
- Building closure may be required (see "10. Communication Practices"). Building will close for up to 7 days after someone with a positive diagnosis has been in the building, or based on guidance by the public health department.
 - Example: Someone comes to church on Sunday, July 1. They test positive for COVID-19 on Monday, July 2 and notify the church. Building will immediately close and reopen on Monday, July 8.
 - Response to positive cases in the Day Care will be based on guidance by the public health department.
- Main church building, Yellow House, and 536 may close independently of one another.

Phase 5

TBD

6. Communal food and drink

Phases 1-3

During Phases 1-3, no communal food or beverage will be allowed (either provided by the church or individuals). Water fountains will be unavailable for use.

Phase 4

During Phase 4, “bring your own” food or beverages will be encouraged. Communal food and beverage will still not be permitted, and water fountains unavailable for use.

Phase 5

TBD

7. Pastoral care

How to request pastoral care at any time

- Call church office at 630.832.5580.
- Email Pastor Zak at pastor@stpaulvp.org.
- (in emergency) Pastor Zak's cell phone at 630.534.3123.

Phases 1-3

During Phases 1-3, pastoral care will occur virtually through telephonic/camera means.

- In-person visits to home or church building discouraged.
- Volunteers reach out to most vulnerable/at risk through email, phone or USPS.

Phase 4

During Phase 4, limited in-person care will be provided by select individuals.

- "At risk" individuals encouraged to stay home.
- In-office pastoral care visits allowed as needed.
- In-home visits allowed by Pastor, Deacon, or other staff as appropriate with verbal consent of person being visited or designated caregiver.
 - Contact precautions will include sanitizing hands upon entry/exit, face covering, shoe coverings, physical distancing (as possible), and no direct contact.
 - In-home visits by the Care Team are not allowed (telephone/camera care is encouraged). Care Team members may deliver communion kits to residences but are strongly discouraged from entering the house or building.
- Visits to care facilities or hospitals will be allowed with verbal consent of person being visited, designated caregiver, or family member.
 - Visitors must abide by all required guidelines of the facility.
- Communion will be shared, as appropriate, using pre-packaged elements.

Phase 5

TBD

8. Groups, committees, education

Phases 1-3

During Phases 1-3, all groups, committees, and education offerings (including Sunday School) will be held virtually or postponed, as determined by group and church leadership.

- Groups encouraged to meet through Zoom (contact church office to set up meeting).
- Resources will be shared virtually, as possible.

Phase 4

During Phase 4, groups are allowed to resume meeting in-person and are encouraged to hold dual-option gatherings, providing simultaneous in-person and virtual components, when possible or appropriate.

- All groups must notify the church office of their plans to resume in-person meetings.
- All meetings must be scheduled in advance to avoid cross-exposure.
- All groups must follow building usage guidelines, protective measures, and disinfecting procedures.

Phase 5

TBD

9. Community use and Day Care

Phases 1-2

During Phases 1-2 the building will be closed to all community groups and Day Care will be closed.

Phase 3

During Phase 3 the building will be open to community groups in a very limited capacity.

- Day Care may open.
- Community groups (AA and Nar-Anon) may meet in person with permission of the Pastor or Deacon and must follow building usage guidelines and protective measures.

Phase 4

During Phase 4, the building will be open in a limited capacity.

- Day Care will open.
 - Persons who enter Day Care spaces (Day Care classrooms and office, kitchen) must adhere to Day Care requirements posted throughout building. These requirements are subject to change based on guidance by DCFS and others, but currently include:
 - Face coverings
 - Shoe coverings
 - Must check and log temperature at Day Care entrance
- Community groups (AA and Nar-Anon) allowed to resume or continue in-person meetings (see 8. Groups, committees, education).
 - Group leaders required to maintain attendance log for contact tracing.
 - Group leaders must notify the Pastor or Deacon immediately if someone who has been in any St. Paul building tests positive for COVID-19 (see 5. Response to a COVID+ diagnosis).
- Other community events/activities may be held with permission of Pastor or Deacon.

Phase 5

TBD

10. Communication practices

Phases 1-5

Communicating St. Paul's response to COVID-19 will take place during all phases.

- Updates are posted regularly to St. Paul's COVID-19 page, including latest version of St. Paul Restoration Plan and Guidelines and building usage policies (what to expect: face masks, temp checks, etc.)
- Building closures due to COVID-19 will appear as a pop-up on homepage.
- Link to COVID-19 page will be included in e-letter every week, plus additional updates if needed.
- St. Paul community will receive letter(s) via USPS describing new building usage guidelines, worship/education information, small groups/meetings information, possible closure information and procedures, etc. as needed.
- Links to St. Paul's COVID-19 page will be shared on social media as appropriate.
- St. Paul community will be notified when the state of Illinois announces a move into a new phase (either forward or back).
 - Letter mailed via USPS.
 - Email message separate from e-letter.
 - Website.
- Rapid response will be implemented if a person with a positive diagnosis has been in the building, resulting in a building closure.
 - Email message separate from e-letter.
 - Pop-up notification on website.
 - Options will be explored to contact those with no internet/email access.

St. Paul Restoration Guidelines

Phase 1 –

Phase 2 –

Phase 3 –

Phase 4 –

Phase 5–

Based on "Restoring Metropolitan Chicago Synod: Guidelines for Physically Returning to Buildings"

1. PROTECTIVE MEASURES	1. PROTECTIVE MEASURES	1. PROTECTIVE MEASURES	1. PROTECTIVE MEASURES	1. PROTECTIVE MEASURES
Close building except for essential activities Building log (to enable contract tracing) Designated building entrance and exit	Follow Phase 1	Follow Phase 1	Building open in limited capacity; all users adhere to new building usage guidelines Face coverings required in building (when two or more are gathered) Building log (to enable contract tracing) Designated building entrance and exit Physical distancing at all times Established capacity for meeting rooms/gathering spaces Temperature checks before worship services	TBD
2. CLEANING PRACTICES	2. CLEANING PRACTICES	2. CLEANING PRACTICES	2. CLEANING PRACTICES	2. CLEANING PRACTICES
Modify cleaning contract as needed Maintain building in safe conditions	Follow Phase 1	Follow Phase 1	Modify cleaning contract as needed Sanctuary and restrooms are fogged with EPA-approved chemical after each service Use one EPA-approved chemical to clean all areas and surfaces and have widely available for use throughout building Train volunteers to assist with cleaning	TBD
3. EMPLOYMENT PRACTICES	3. EMPLOYMENT PRACTICES	3. EMPLOYMENT PRACTICES	3. EMPLOYMENT PRACTICES	3. EMPLOYMENT PRACTICES
Essential tasks completed on-site by one individual as needed Work from home No punitive measures for COVID-19 illness	Follow Phase 1	Follow Phase 1	On-site work may resume; working from home encouraged No punitive measures for COVID-19 illness	TBD
4. LITURGICAL & SACRAMENTAL MODIFICATIONS	4. LITURGICAL & SACRAMENTAL	4. LITURGICAL & SACRAMENTAL MODIFICATIONS	4. LITURGICAL & SACRAMENTAL MODIFICATIONS	4. LITURGICAL & SACRAMENTAL
Virtual worship recorded by leaders off-site and posted to YouTube	Follow Phase 1	Follow Phase 1 Funerals, weddings, baptisms may be held with pastoral approval and max of 10 participants	Offer in-person worship either outdoor or indoor Implement registration system to limit worship to 50 people or less Provide virtual worship option (pre-recorded or livestream) Abbreviated liturgy with limited touchpoints and no unison speaking/singing Commune with pre-packaged elements Totspot/Nursery closed (no childcare provided during worship) Funerals, weddings, baptisms may be held with max of 50 participants	TBD
5. RESPONSE TO COVID+ DIAGNOSIS	5. RESPONSE TO COVID+ DIAGNOSIS	5. RESPONSE TO COVID+ DIAGNOSIS	5. RESPONSE TO COVID+ DIAGNOSIS	5. RESPONSE TO COVID+ DIAGNOSIS
Provide pastoral care virtually; include on prayer list/chain by request Notify impacted individuals and public health officials if an individual with a positive diagnosis has been in the building Building closure may be required for up to 7 days, or based on guidance by the public health department.	Follow Phase 1	Follow Phase 1	Follow Phase 1	TBD
6. COMMUNAL FOOD AND DRINK	6. COMMUNAL FOOD AND DRINK	6. COMMUNAL FOOD AND DRINK	6. COMMUNAL FOOD AND DRINK	6. COMMUNAL FOOD AND DRINK
No communal food or beverage	Follow Phase 1	Follow Phase 1	Follow Phase 1 Encourage "bring your own" beverages/snacks	TBD
7. PASTORAL CARE	7. PASTORAL CARE	7. PASTORAL CARE	7. PASTORAL CARE	7. PASTORAL CARE
Provide pastoral care virtually Volunteers reach out to most vulnerable/at risk through email/phone/USPS	Follow Phase 1	Follow Phase 1	Follow Phase 1 In-home visits by Pastor or Deacon In-home visits by Care Team (with Pastor's approval)	TBD
8. GROUPS, COMMITTEES, EDUCATION	8. GROUPS, COMMITTEES, EDUCATION	8. GROUPS, COMMITTEES, EDUCATION	8. GROUPS, COMMITTEES, EDUCATION	8. GROUPS, COMMITTEES, EDUCATION
Hold virtually or postponed	Follow Phase 1	Follow Phase 1	In-person gatherings may resume; encouraged to hold dual-option gatherings All groups must schedule gatherings in advance (to avoid cross-exposure) and follow buiding usage guidelines	TBD
9. COMMUNITY USE & DAY CARE	9. COMMUNITY USE & DAY CARE	9. COMMUNITY USE & DAY CARE	9. COMMUNITY USE & DAY CARE	9. COMMUNITY USE & DAY CARE
Day Care closed AA & Nar-Anon meetings held virtually (no on-site meetings)	Follow Phase 1	Day Care may open AA and Nar-Anon groups may meet in-person with permission	Day Care open; St Paul users must adhere to Day Care requirements per DCFS AA and Nar-Anon may resume or continue in-person meetings Other community events/activities held with permission of Pastor or Deacon	TBD
10. COMMUNICATION PRACTICES	10. COMMUNICATION PRACTICES	10. COMMUNICATION PRACTICES	10. COMMUNICATION PRACTICES	10. COMMUNICATION PRACTICES
Post regular updates to the COVID-19 page on St. Paul's website Include links to COVID-19 page in e-letter and social media Post St. Paul's "Restoration Plan and Guidelines" and "Building Use Guidelines" on St. Paul's website Notify community via email and letter sent via USPS when state of Illinois moves to another phase (forward or back)	Follow Phase 1	Follow Phase 1	Follow Phase 1	TBD