

Calvary Return to Worship Plan

COVID-19 Guidelines

Phase 2

(Stay-At-Home order & Essential gatherings 10 or less)

- Live-Stream Worship from Rectors home.
- Morning Prayer (per the Bishops request).
- Office: Liz & Mother Mo are working from home.

Phase 3: Cautiously Reopen *Beginning June 2*

We will begin to Live-Stream from the Church with precautions

- Morning Prayer: Mother Mo, Deacon Marvin, Deborah & Readers will not be celebrating the Great Thanksgiving (Eucharist) until we are all together.
 - Precautions: Face Masks, Hand Sanitizers, gloves (optional), disinfect area when we are finished with worship.
- Office: Liz & Mother Mo will be in the office during regular business hours.
 - Precautions: Temperatures, Face Masks, Hand Sanitizers, disinfect area when we are finished.
 - No one is to come to the church office unless there is an emergency. Congregants can call or email the office for assistance.
- All gatherings of 10 or less
 - Small essential meetings are allowed with Rector's approval.
 - Precautions: Temperatures, Face Masks, Hand Sanitizers, disinfect area when we are finished

Phase 4: Gradually Resume *Beginning Friday, June 26*

Attendance at in-person worship or other church activities is limited to 25% capacity or maximum of 100 people. The maximum occupancy per fire code in the sanctuary is 200 people.

WORSHIP

- Maximum number of people permitted for Sunday worship is 50 (25% of 200).
- We will continue to live stream for our most vulnerable population. We have an arrangement that a member of RENEW's tech team is present at our Sunday service and helps with the audio & video aspects of live-streaming. This will continue for as long as necessary.
- Mother Mo will vest in the sacristy. Deacon Marvin and Pastoral Associate Deborah will vest near the elevator.

- Ushers open door or door is left open, weather permitting*
- Masks/face shields required for EVERYONE over the age of 2yo. Calvary will have extras for those in need
- Hand sanitizer available at both entrances
- Ushers will take temperatures (touchless laser thermometer). One person at Narthex entrance, one person at south red door entrance*
 - If anyone has a temperature of 100.4 (CDC guideline) or higher, they will be asked to leave to take care of their health
- Ushers will ask each person to use hand sanitizer, then take a bulletin*
- Maintain 6ft apart for those not in the same household
- Pews are marked for social distancing
- Passing of the Peace
 - We will share with one another God's peace in sign language. Please refrain from handshakes, hugs, and high-fives.
- Communion
 - Communicants will remain in single file line. No kneeling at the rail.
 - Mother Mo will use tongs for dispensing communion.
 - Wine will be in individual, disposable cups. Communicants will take their cup from the tray specifically made for communion.
 - **Communicants will KEEP THEIR MASKS ON WHILE RECEIVING COMMUNION. They will take their host and wine back to their seat, remove their mask and commune, then put their mask back on. Ushers will circulate with small trash cans to collect cups.**
- All hymnals, prayer books, bibles, pencils, etc. will be removed from pews.
- The narthex will be cleared of all extraneous items, such as handouts, pamphlets, and pens. If you should need anything you would normally have access to in the narthex, please contact the church office.
- Restrooms
 - Restrooms are to be used by one person at a time, or a parent and child if assistance is needed.
 - Cleaning supplies will be available in the restrooms during worship and we ask anyone that uses the restroom to disinfect after.

- Choir
 - There will be no choir at this time.
- Nursery
 - The nursery remains closed at this time. Children should stay with their families to minimize contact between people in different households.
- Sunday School
 - Sunday School is on break for the summer. We will reevaluate in the fall.
- Coffee Hour
 - Coffee hour will not take place at this time. We ask that everyone leave the building and avoid congregating.

(* See new guidelines and responsibilities of ushers)

- Outside of Worship
 - Ministry Groups
 - May resume at the discretion of leadership. If groups are more comfortable continuing meetings virtually, they are encouraged to do so.
 - Masks required, maintain 6ft apart, disinfect area after use.
 - Healing Groups
 - May resume, following the precautions of our church.
 - Masks required, maintain 6ft apart, disinfect area after use.
 - All healing groups will be required to use the Parish Hall for their meetings.
 - No one from healing groups will be allowed downstairs at any time.
 - All healing groups are required to sign the COVID-19 addendum to the Use of Space agreement.
 - ESSENTRICS
 - May resume, following precautions of our church.
 - Masks, social distancing, disinfect area after use.
 - Required to sign the COVID-19 addendum to the Use of Space agreement.
 - RENEW Church
 - May resume worship under 50 following precautions of our church.
 - Temp, masks, social distancing, disinfect space after use.

Phase 5: Vaccine or Treatment Available

All businesses reopen, most activities can resume with health & safety regulations in place. Continue to protect the vulnerable populations until people feel safe. Calvary will plan on continuing with guidelines from Phase 4 until our new “normal” can be assessed.

NEW Responsibilities of Ushers/Greeters

COVID-19 Guidelines

At this time, it is especially important to remember that the need of the congregation and its leaders to feel safe is paramount. Our ushers will play an integral role in helping Calvary maintain a safe and healthy environment. We are asking that all ushers/greeters adhere to these new guidelines and set the example for the congregation. Thank you for your support dedication in these strange times.

Upon our return to in-person worship:

- Ushers will be required to arrive at 8:40am to ensure that they arrive before congregants.
- Ushers will check the temps. of clergy and tech team before greeting congregants.
- Ushers will prop the doors open (weather permitting) or open the door for everyone entering to avoid having everyone touch door handles/knobs.
- Sanctuary doors should remain propped open (weather permitting) to allow for air flow and ventilation.
- One usher will be posted at the sanctuary doors in the Narthex, and one usher will be posted at the south red door.
- Ushers will take the temperature of each person entering using touchless thermometers. Anyone with a temperature of 100 or higher (per CDC guidelines) will be asked to leave to take care of their health.
- Ushers will check that each person is wearing a mask. Masks will be provided for anyone who doesn't have one.
- Ushers will request each person **FIRST** use the hand sanitizer made available, **THEN** take a bulletin.
- Ushers will remind everyone to maintain social distance. Pews will be marked to help indicate where people should sit.
- Ushers will circulate with collection plates, but will not hand them off.
- Ushers will each keep their offering plate and present them directly to Mother Mo.
- Ushers will help the congregation maintain social distancing while waiting to receive communion. The floor will be marked at 6ft increments.
- During the clearing of the table, ushers will wear disposable gloves and bring small garbage cans around to collect used wine cups.

Altar Guild

COVID-19 Guidelines

How to Prepare Communion

Step 1: Wash hands.

Step 2: Put disposable gloves on.

Step 3: Start to set up the table as usual with some small changes.

- Use a **SMALL PATEN** as the priest host instead of a large one.
- **Only fill the cruets** enough for the priest to drink from the large chalice.
- The **bread and wine** will no longer be placed in the back of the church next to the offering plates. You will **put them on the small credence table** on the altar.
- Remaining **patens place in a bread box** for the priest. Please **place tongs next to the bread box** for the priest to use during communion and place on credence table.
- You will **no longer** need the Lavabo Bowl or Towel on the Credence Table as we will **NOT** be washing hands during COVID-19.
- You will not place the offering plates in the back. The Ushers will do this to minimize touching.

PREPARING THE WINE FOR COMMUNICANTS

1. Grab the brass individual wine cup plate.
2. Place the individual plastic cups in the plate
3. Fill the plastic individual wine cup squeezer with wine
4. Squeeze wine into each individual plastic cup in the brass communion cup holder
5. Place on the altar to the right of the chalice. Have the wine covered with a white purificator (white cloth used to wipe chalice) or if purificator does not fully cover plate use Corporal (larger white linen).

Offering

COVID-19 Guidelines

- During the offertory, the ushers will each have an offering plate.
- Ushers will circulate through the pews collecting offerings, but will not pass the plate.
- Ushers will keep their offering plates and both will present them to Mother Mo at the altar. No one else will touch the plates.

Communion

COVID-19 Guidelines

- Bread and wine will be brought to the altar by Mother Mo.
- Mother Mo will set her own table and will be the only person at the table.
- Only a small amount of wine will be poured into the chalice to be consumed at the end of the service with unused hosts.
- Small host used for presider host.
- Only the presider host will be directly in front of Mother Mo during consecration. Ciborium of hosts for congregants will be off to the side and covered.
- Mother Mo will stand at the head of the aisle to administer communion.
- Communicants will line up, single file, 6ft apart.
- Communicants will use the hand sanitizer made available before receiving communion.
- Mother Mo will use tongs to pass the host to the communicant.
- Communicants will turn towards the outside aisle. Altar servers will stand at the head of the side aisles with a tray of communion wine in individual, disposable cups.
- Communicants will take their own wine cup.
- Communicants will return to their seat. They may then remove their mask to commune.
- Communicants will put their masks back on and dispose of the empty cup in the trash cans that the ushers will circulate with.

Calvary Episcopal Church Use of Space Addendum

COVID-19 Guidelines

Calvary Episcopal Church is grateful to be able to open its doors to a variety of outside groups in the community. At this time, it is especially important to us that we are diligent in keeping everyone that enters our building safe and healthy. This addendum in an addition to the Use of Space Agreement pertaining to the COVID-19 pandemic.

The following guidelines have been established by the Rector and Vestry of Calvary Episcopal Church and are based on the information in the Restore Illinois plan, CDC guidelines, and guidelines from the Episcopal Diocese of Chicago. We are aware that our guidelines may be more conservative than those you are seeing elsewhere. These guidelines have been put in place to protect everyone, especially our most vulnerable - those over the age of 65 and those with medical conditions that put them at a higher risk of serious illness and complications. All users of the facility are required to:

1. Masks/face coverings should be worn at all times.
2. Please remain socially distanced when possible (6ft apart).
3. All safety guidelines must be observed, including frequent handwashing and sanitizing.
4. No one should be allowed in the building that is feeling ill or has been exposed to anyone exhibiting signs of COVID-19 including fever, cough, and shortness of breath.
5. The building will be accessible 20 minutes prior to your meeting time.
6. All groups will meet in the Parish Hall and use the upstairs restrooms. **ALL OTHER AREAS OF THE BUILDING ARE CLOSED.** This allows us to keep all areas clean and sanitized.
7. Gatherings of 50 or fewer will be allowed for meetings.
8. Any supplies must be kept in plastic bins with lids. Bins should be clearly labeled. These will be stored in the closet just outside of the Parish Hall.
9. Use plastic chairs.
10. Bathrooms are to be used by one person at a time.
11. Each group must provide their own disinfecting cleaner and are responsible for wiping down all chairs, tables, door handles, light switches and bathroom surfaces after each in-person meeting.
12. Dispose of cleaning supplies properly after use.

I have read and agree to the above listed provisions, policies, and procedures for the use of space at Calvary Episcopal Church.

Cleaning

COVID-19 Guidelines

The Tri-Town YMCA hired a cleaning company to complete a deep cleaning of the Parish Hall, stairwell, and lower level. They have also had a cleaning crew cleaning every week.

Calvary Church hired ServePro to complete a COVID-19 disinfecting on Friday, July 10, 2020. The areas cleaned were: sanctuary, narthex, choir loft, altar, near elevator, upper level hallways, upper level restrooms, nursery, kitchenette, and stairwell.

Calvary Church and RENEW Church have chosen specific disinfectant cleaners from the EPA approved list to be used on all surfaces. A cleaning checklist was created and must be completed following EVERY worship service/use of space.

After every use of space, the following must be completed:

Those cleaning must wear a mask and disposable gloves

All occupied pews must be wiped down per guidelines below

To clean church pews and other wood surfaces:

- Fill a spray bottle with 2 cups water, 1 cup white vinegar and five drops dish soap.
- Spray the solution onto the wood areas and wipe off with a damp paper towel. (Using a damp rag removes traces of the vinegar and soap.)
- Continue until all areas have been cleaned.
- Wipe the furniture with a dry paper towel to remove any excess moisture.
- Be sure to dispose of paper towels and cleaning materials

All high-touch surfaces need to be cleaned after use.

- Sanctuary: pews, door handles, light switches, stair railings
- Bathrooms: toilet seats, toilet flush levers, sinks, faucets, door handles, light switches
- Parish Hall: tables, chairs, door handles, light switches, stair railings, outdoor keypad
- Other: phones, keyboards, computer mouse

Restrooms will be for use by one person at a time (or parent/child). We will place disinfectant wipes or spray in the restrooms during worship and ask that anyone who uses the restroom disinfects after.

Signage will be placed throughout the building, including signs at the entrances to the building, in restrooms, in the sanctuary and elsewhere to remind everyone of new guidelines and procedures.

Cleaning Checklist - After Worship
COVID-19 Guidelines

Description	Cleaner	Completed
Light switches- vestibule	Disinfecting wipes	
Light switches- sanctuary	Disinfecting wipes	
Light Switches- altar	Disinfecting wipes	
Light switches- hallway	Disinfecting wipes	
Front door handles	Disinfecting wipes	
Side Door handles	Disinfecting wipes	
Sanctuary stair railing	Disinfecting wipes	
Pews	vinegar solution	
Microphone	Disinfecting wipes	
Pulpit/podium	vinegar solution	
Bulletins Recycled	N/A	
South parking door - stair railings	Disinfecting wipes	
Men's Bathroom - door	Disinfecting bathroom cleaner	
Men's Bathroom - toilet/urinal	Disinfecting bathroom cleaner	
Men's bathroom - sink/faucets	Disinfecting bathroom cleaner	
Men's bathroom - light switches	Disinfecting bathroom cleaner	
Women's Bathroom - door	Disinfecting bathroom cleaner	
Women's bathroom - toilets	Disinfecting bathroom cleaner	
Women's bathroom - sink/faucets	Disinfecting bathroom cleaner	
Women's bathroom - light switches	Disinfecting bathroom cleaner	

Plan for Dealing with Infection

COVID-19

In the event that someone who has attended worship or any other gathering at Calvary tests positive for COVID-19, the following steps must be taken:

1. Find out from the infected person which gatherings they have attended at Calvary in the last 2 weeks.
2. Staff will call all individuals who also attended the gatherings. Staff will explain that someone at a mutual gathering has tested positive for COVID-19, and encourage them to get tested as well.
3. Staff **WILL NOT** disclose who has tested positive in order to maintain confidentiality.
4. Worship and meetings will proceed virtually for two weeks. Building will be closed.
5. The building will be thoroughly disinfected as soon as possible.