**Phase 4 Bethlehem Plan**: Limit of 50 people for all activities-In person worship begins outdoors.

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| **Activities**Other activities must be approved by the council. | **Recommended services continue online or** **Worship up to 50** people possible, Outdoor safer and preferable. Shorter, 40 – 45 min. **We will begin with smaller outdoor** **communion services**; 20 min, 10 – 25 people. See procedure following. People would sign up required, bring your own chair. **Meetings** Council / boards may meet with distancing and masks if necessary, but are encouraged to meet online so that we can prioritize getting the CDC open before expanding further. Outside is preferable to inside.**Groups** such as Youth Group, bible studies, scouts may outside. If they meet, it is with youth leaders and following masking and distancing guidelines. No food and drink (except communion at this time)**Pastor/staff** in the building for ministry using distancing and masks.**Child Development Center** re-opens on July 6 following the guidelines of the IDPH and Department of Children and Family Services. When staff meet without children they follow the church guidelines to mask and distance. | Need ability to stream in person worship for the large outdoor worship to happen so that all could participate. |
| **Protective Measures** | **Facemasks** are worn at all times indoors and outdoors at church activities.All over age 2 wear a mask.**Sanitize** hands before entering building or taking holy communion. Practice **distancing** (in general at least 6 feet between non household members. Use tape/signs etc to indicate where to sit, which doors to use, etc so that distance may be maintained.Symptom prescreen upon entering building with record of Name and Phone upon for contact tracing if needed. (maintained by office secretary) We will not do a sign in for worship to avoid creating lines, but signs of symptoms will be posted. We will note attendance for worship.Worship Leader may remove mask directly before speaking. Distanced 16 – 20 ft.Singing by song leader only (who is masked and mic’d). Singer may remove mask outside at a distance of 16- 20 ft. Congregation will be encouraged to clap, tap, mouth words but not sing.Create distanced seating, following CDC guidelines (6 feet or more = 113 square feet per person).Use restrooms as single occupancy for urgent needs to limit cross contamination.Create contactless operations (building movement, trash cans, baptismal water,etc.) and increase ventilation by opening windows. | Need hand sanitizerNeed extra masks in case someone forgets. |
| **Cleaning Practices** | Biweekly cleaning will be done professionally by the church, to include sanitization of frequently touched surfaces, cleaning of the bathrooms, main lobby, sanctuary and main office. CDC will do M-F cleanings.Sanitize restrooms and high-traffic touchpoints (e.g., entry/exit door knobs, faucets, toilet seats, toilet flush, etc.) at least every 2 hours. Have sanitizing wipes available in restrooms for people to clean after themselves.Continue other cleaning practices from Phase 3, see belowBuilding was deep cleaned on Friday, May 29th.Daily cleaning will happen after use by a group or office on an as used basis.. Wipe down or spray phones, personal space, light switches bathrooms, door handles, etc. Sanitation wipes or spray will be provided in main office, sanctuary and on the welcome center. | Need disinfecting wipes. |
| **Employee Practices** | **Remind staff to stay home if sick and that no punitive measures will be taken for COVID-19 illness.****Pastor/staff in the building for ministry using distancing.****Office Use:*** + - 1. Reduce the use of shared papers and encourage use of digital tools.
			2. Minimize the use of shared work materials/equipment (e.g. copiers, staplers, hole punch, etc.)
				1. Who will sanitize high-traffic touchpoints (e.g. copier, stapler, telephones, etc.) at least every 2 hours? (See [“Disinfecting/Cleaning Procedures”](https://dceocovid19resources.com/assets/Restore-Illinois/checklists4/AllChecklists.pdf))
			3. If practical, use tele- and video-conferencing while at a desk.
			4. Minimize the number of in-person meetings.
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| **Liturgical & Sacramental Modifications** | 50 person Worship (Outdoors preferred) allowed per Governor’s Guidelinesper MCS maintain online worship.Communion pre packaged for nowNo offering plate, no hand shaking, receiving line, remove baptismal font and hymnals, attendance pads, use bulletin outside, screen inside, seating marked off, every third pew, 6 feet between families, no communal singing or recitation of common prayers.While still having inherent risk, a single individual without hyperextending lung capacity may be able to sing following these guidelines:* + - 1. Singer uses a designated microphone (not shared with others unless disinfected).
			2. Singer is placed a minimum of 10 feet of distance from others and with the maximum distance possible.
			3. Singer wears a face covering where possible.
			4. Singer should be in an area that does not introduce airflow that could propel particles into the space (for example, near a blowing organ, fan, open window, or HVAC system).
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| **Response to Covid+ Diagnosis** | * 1. If an individual reports being COVID+ after an in-person event or is under medically-required self-isolation, consider: 1) protect confidentiality of individual, 2) send a note to all present at previous event notifying them of the situation and offering pastoral care, 3) those with close contact to a COVID+ person should quarantine for 14 days with changes in congregational operations as needed, and 4) schedule a deep cleaning of the building after 24 hours or as long as possible following the event.
		1. “Close contact” is defined as “household contacts, intimate contacts, or contacts within 6 feet for 15 minutes or longer unless wearing N95 mask during period of contact” per [page 3 footnote](https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/meetings.pdf).
		2. Determine who is responsible for relating to the local health department for contact tracing information and what information, if any, will be shared.
			1. If multiple people report having any COVID-19 related symptoms or test positive for COVID-19, employers should notify their local health department within one day of being informed of the prevalence of COVID-19 symptoms or positive test results (see [“Health Monitoring” i.4.](https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines4/meetings.pdf))
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| **Communal Food and Drink** | Avoid food consumption except communion and emergency feedings following Phase 4 "protective measures."  |  |
| **Pastoral Care** | Directly contact the elderly and other at risk by phone and encourage them to continue to worship electronically. Conduct pastoral care telephonically or by Zoom. Some pastoral care can be done outside, distanced and with all parties masked.Phone tree continues to assist with a phone call every other week and reporting to pastor any concerns including those who are not comfortable worshiping online so that the pastor can follow up to offer individual pastoral care. |  |
| **Faith Formation & Child Care Centers** | Faith Formation remains online.CDC Child Care will re-open July 6th following strict CDC and IDPH guidelines.offerings for child care centers and faith formation to follow CDC andIDPH guidelines. |  |
| **Space Use and Renters** | Space offered for most groups. Consider limitations on food/drink along with phase 4 "protective measures" and "response to COVID+ diagnosis." Think about having only one group in the building at a time and at least one hour between groups to decrease group cross-exposure. Revise contracts/agreements as needed. |  |
| **Communication Practices** | Publicize guidelines in Happenings, and Mailing Bulletin Announcements |  |