



CPC Committee to Reopen (C2R)  
**Enhanced Risk Management Plan (ERMPv4)**

Updated: 09/16/20

This package includes information created and researched by the (C2R) Committee To Reopen, under the direction of the CPC Session. The C2R is comprised of the following members – Debbie Celio, Tyler Celio, Don Comfort, Mike Keith, Diane Porter, Kelly Simms, Diana Stout and Dave Micksch (committee chair).

The ERMP is created to provide information and guidance for CPC’s return to Services and events. The information was and will continue to be comprised of the “best practices” and current information from the State of Illinois COVID-19 Task Force, CDC Centers for Disease Control, DCFS Department of Child and Family Services, as well as scientific and medical institutions. This document will be updated as information and CPC’s services and events change. All CPC committees and/or groups that utilize CPC grounds is required to familiarize themselves with this document and its guidance.

This document and any other following communications will be available on our website COVID page, [www.cpclombard.org/cpc-covid19-info](http://www.cpclombard.org/cpc-covid19-info). Updates will also be made available in our monthly newsletter CPC Life, and email blasts as they develop. If you have any questions, you may contact Dave Micksch at [dave@cpclombard.org](mailto:dave@cpclombard.org).

## **ERMP OUTLINE:**

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## **A: CLEANING**

### **1) Service/Event Cleaning**

- A full/deep clean of the CPC building 9/20/20 prior to opening CPC doors
- CPC Cleaning staff will maintain the cleaning procedures according to the job description e.g. disinfecting, mopping, vacuuming ...

### **2) Service/Event post cleaning** – CPC Cleaning Staff, Ushers and member support will wipe-down/disinfect, mop, vacuum all utilized areas as needed.

- For events – Coordinated and managed by the event committee.
- Must notify and coordinate with Trustees and cleaning staff rooms used, supplies needed and appropriate timeline.

### **3) Service supplies** available in the Narthex for member support when/if we move to 2 services

### **4) Checklists** for Cleaning Staff: (Date & Initial All)

- Required Task/Room Completed List
- Post Service list – Kept in Narthex Closet (for 2 services only)
- PPE & Cleaning Product Stock List
- Touchless Facilities Battery Check List - Should be tested at every cleaning to ensure in-working-order

### **5) Ventilation**

- Sanctuary Interior doors open during service times for ventilation
- Run air-conditioner 1 hour or so prior to service to cool sanctuary. During service turn-off the air-conditioners
- Upgraded filters added to HVAC
- Increased HVAC filter changes throughout the year
- UV Light Disinfecting Systems added to HVAC (Sanctuary, Upstairs Classrooms, Geneva Parlor/Youth Room) to reduce spread of viruses, mold, mildew and bacteria.
- Bathroom doors remain propped open during non-use
- Non-use room doors closed/locked

## **B: MITIGATION PROCEDURES**

- 1. Service/Event Mitigation (Outdoor & Indoor)**
- 2. Personal Protection Equipment (PPE)**
- 3. Entrance to CPC**
- 4. Temperature Check**
- 5. Hand Sanitizing**
- 6. Masks**
- 7. Sanctuary Seating**
- 8. Service Logistics**
- 9. Gatherings**
- 10. Training**

### **1. Service/Event Mitigation** (worship length reduced to :30 - :40min)

#### • **Outdoor Worship**

- BYOC – Bring your own chair (like CPC picnic)
- Attendees may remain in vehicles
- West Awning Entrance - pulpit/sound/music (minimal equipment)
- 15ft' Space from pulpit to seating area
- 10ft' Social distancing required (2x height) between individuals and family groups.
- Masks required (BYOM) – Supply will be available for those who forget or may not have.
- Limited communal worship & prayer to 1 verse or short response
- Building will be closed off except West entrance doors (Awning & Ramp)
  - Awning Doors for Pastor & music needs (if needed)
  - Ramp Door for bathroom access

### **2. PPE Products:**

- Disinfectant wipes – Bathrooms
- Sanitizing Stations – Narthex & Entrances
- Gloves – Ushers & Support Staff
  - To be worn during distribution of any – Communion & masks
  - To be worn for attendance taking
  - Set up & tear down of any CPC equipment used
- Masks – For attendees/anyone who does not have one

### **3. Limited Entrance & Exit**

- Awning/Classroom West Entrance – Outdoor services only for pulpit area.
- Center Ramp West Entrance – Outdoor & Indoor services
- North East Narthex Entrance – Indoor services only
  - 2 People assigned at entrances for indoor services, for temperature check, attendance and any assistance
- Building Interior Doors:
  - North sanctuary doors to remain open
  - West sanctuary doors remain closed
  - All other interior doors to remain closed, locked and taped

**4. Bathrooms** – Upstairs only (across from classrooms)

- Doors remain open when not in use
- Masks to be worn
- Wash/sanitize hands before and after use
- Use wipes to sanitize facility handles, door handles & counter-top after use.
- In bathroom signage for reminder/instruction – best practices

**5. Temperature Check** – Upon entering CPC Building: services, events and school

**6. Touchless Sanitizing Stations** - available in the Narthex & Westside entrances

- Required to sanitize hands prior to entering any CPC room.

**7. Masks**

- Required (till further notice)
- Required to bring your own mask
- Pastors/staff must use when interacting with attendees during services/events
- Not required when speaking from pulpit area
- A stock of disposable masks made available

**8. Sanctuary Seating**

- Close every 2<sup>nd</sup> pew
  - Painter's tape/rope to cordon off pews not to be used
- Removal of Bibles/items from pews
- No items passed out till further notice
- On screen only announcements – no printed handouts
- Direct people to website, Facebook and eblasts for information
- Ushers to admit row by row – Entering and exiting services
- Same households sit together
- Pew fills from the ends with 6' center open area between non-family/household groups. Sides are occupied.

**9. Service Logistics**

- No physical passing of the peace
- No Intinction of Bread & Wine
  - Prepackaged distributed by Elders/Deacons or Ushers
  - **Outdoor – BYOB&W (extra supply available)**
- Ushers to admit/dismiss row by row
- Sermon/Reading/Worship - From pulpit area – no mask required
  - If any congregational worship/prayer is to take place, it is to be limited to 1 verse or a short response. Or on-screen with no congregational worship/prayer (spoken internally).
- Bathroom Usage – Usher & signs in Narthex are available to direct people accordingly

**10. Gatherings** - Pre/post service & event

- Must be outside only (till further notice)
- May happen outdoors as attendees desire with social distancing and wearing of masks

## 11. Training

- Staff, ushers and member/group support – procedures to follow:
  - Guide attendee's for proper seating & exiting
  - Temperature & mask check prior to entering CPC
  - Set up signage to for direction to bathrooms
  - Ensure non-use rooms are closed/locked/taped
  - Attendance recording for all events
    - Must provide a copy to [dave@cpclombard.org](mailto:dave@cpclombard.org)
      - Include: Date/Time of event, Person/s Name
  - Locations of hand sanitizing stations & disposable masks
  - Collection "Tithe" box
  - Communion (Prepackaged) for communion days only
  - Answer or "direct to ..." any attendee questions
    - Person/s & email/s
    - Website

## **C: MESSAGING & COMMUNICATIONS**

1. **Email (eblast) letter to CPC members & associated groups**
2. **Publication of ERMP to website**
3. **Notification and links in CPC Life newsletter**
4. **Signage throughout CPC Building**
5. **Personal Responsibility**
6. **Contact Tracing**

1. **Email** - Crafted letter to congregation with Sessions approval
2. **Publication of ERMP**
  - CPC COVID webpage: [www.cpclombard.org/cpc-covid19-info](http://www.cpclombard.org/cpc-covid19-info)
  - Eblast w/webpage link
  - CPC Life newsletter w/webpage link
  - Printed letter USPS mailed
  - Any/all groups who use CPC building and grounds
    - Groups must familiarize themselves with CPC ERMP to prior to 1<sup>st</sup> meeting in/on CPC building or grounds
    - Group representative/s must sign-off/acknowledge receipt of ERMP and that they've read and disseminated CPC's ERMP policies to all group attendees – Confirmation must be done by email and receipt of confirmation acknowledged by CPC Staff (see Dave M insert email here).
3. **Notification** - Sanctuary Screen & TV Slides – pre/post service
4. **Signage**
  - Entrances – Mask wearing/Distancing/Hand Sanitizing/Illness Mitigation signs
  - Upstairs bathrooms – Hand washing/sanitizing procedure signs
5. **Attendee & Staff Personal Responsibility**
  - Must follow ERMP attendee protocols till further notice

- If you are not feeling well, or live with anyone who is ill you must refrain from attending CPC (**\*\*\*see section D for the following State of Illinois and Federal guidelines below**)
- If you are in the high-risk category, refrain from attending
  - Let us know how we can best serve you during this time
  - Would you like limited visitation, phone call or something else?
- All who enter CPC, does so with the knowledge that CPC is mitigating the risk of spread through the State of Illinois and Federal recommendations, policies and procedures within this ERMP document, and that there is a common and inherent risk to any social gathering.

## **6. Contact Tracing**

- If you test positive and have been to a CPC service or event, please contact the following:
  - CPC Point person: (Insert Dave M email)
    - COVID positive person must provide:
      - What date/time they were last in CPC?
      - As best as possible who were they in contact with?
      - What room/s did they go into if any?
      - Any specific surfaces they remember touching?
    - No personal names or information will be distributed (unless permission has been given to do so) beyond the Pastor and point person
  - Report local authorities if you have not done so: (Illinois link)

## **D: STATE OF ILLINOIS MITIGATION RECOMMENDATIONS FOR THOSE FEELING ILL OR WHO ARE ILL**

Any person/s suspected of having COVID-19 or diagnosed with COVID-19 shall be excluded from the facility. Symptoms of COVID-19 are fever (temperature greater than 100.0°F/37C), chills, sore throat, runny nose, cough, shortness of breath, muscle aches, headache, vomiting and diarrhea. If the person/s are diagnosed with COVID-19, he or she may not return to CPC facility until ALL three of the following criteria are met:

1. Individual is free from fever without the use of fever-reducing medications for at least 72 hours.
2. Individual is no longer showing symptoms, including cough.
3. It has been at least 10 days since the onset of the individual's illness.

If the person/s has symptoms concerning for COVID-19 and subsequently is determined by a medical provider not likely to have COVID-19 infection, the person/s may return to CPC if the following is met:

1. No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100.4F/37C)
2. Negative test for COVID-19 or;
3. A note from a medical provider documenting no clinical suspicion of COVID-19 infection

## **E: RESOURCE LIST**

### **CHURCHES:**

- Christ Church of Oak Brook
- Catholic Diocese of Joliet
- Zion United Church of Christ
- St. Paul's Lutheran Church
- Gurnee Community Church
- The Presbytery of Chicago

### **Medical/Science:**

- John's Hopkins Medicine
- UK Research and Innovation
- Variety of Doctors, Epidemiologists, and scientists
- Kelly Simms, Member/Nurse
- Additional Resource – Teresa McCLow, - Health Sciences Librarian

### **Government Agencies:**

- State of Illinois Coronavirus task force
- Centers for Disease Control CDC
- Illinois Dept. of Children & Family Services DCFS