

Hope Covenant Policy for Building Usage During a Pandemic

With the full understanding that the building will be used before the end of the pandemic, Hope Covenant Church (“Hope Cov”) is outlining policies all parties using the building must agree to adhere to. The purpose of these policies is to continue to allow the Hope Cov building to be a safe community gathering space for religious and non-religious activities. If parties feel that these policies cannot be followed, please contact Hope Cov to cancel your use of the space.¹

These policies are based on the most current guidelines for places of worship given by the IDPH. More information may be found at the link in the footnotes.²

Below are the guidelines for all activities **INSIDE** the building.

1. All persons must wear a cloth face covering or mask covering their nose and mouth. Face coverings will not be provided by Hope Cov so please plan accordingly for any guests that may forget to bring/wear a cloth face covering or mask.
2. No persons who feel ill or who have had any symptoms of COVID-19 may enter the building until receiving a negative COVID 19 test or going two weeks without symptoms.³
3. No person who has been in contact with an individual who has tested positive for COVID-19 may enter the building until receiving a negative COVID 19 test or going two weeks without symptoms.²
4. All persons must maintain a distance of six feet between anyone not in their household.
 - a. Having greeters or ushers who do not maintain distance is not permitted;
 - b. Shaking of hands, hugging, or other forms of touch are not permitted between those who are not in the same household.
5. In accordance with Policy 4; any space where parties are sitting must maintain eight feet of distance between households or individuals not part of a household.
6. In accordance with Policy 4; the following applies to restrooms:
 - a. Only one person is permitted to be in the restroom at a time.
 - b. Alcohol wipes must be used by the individual to wipe down all surfaces they touched.
7. No food or drink may be served, except food for religious purposes such as communion. Communion must be prepared in accordance with our COVID Communion Policy (Appendix C)

¹ If, for any reason, parties feel that they cannot adhere to one or more of these guidelines due to a reasonable extenuating circumstances, please contact us and we will discuss potential accommodations.

² IDPH Guidelines for Houses of Worship

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

³ Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea

8. Programs or other materials should be either digital or placed on guest's seats to prevent cross contamination of any kind.
9. Congregational singing and any type of activity in which the congregation speaks in unison is not permitted.
10. Hand sanitizer should be available to guests and must be provided by the occupier.
11. The **sanctuary capacity is 50 persons** and should be arranged in accordance with polices 4 and 5, except as otherwise limited by the State of Illinois.
12. **The Cafe capacity is 25 persons** and should be arranged in accordance with polices 4 and 5, except as otherwise limited by the State of Illinois.
13. Occupying parties may use either the sanctuary or the café. Use of the foyer is limited to access to either the sanctuary or the café. The foyer may not be used to congregate. In other words, enter the building and proceed directly to the area being utilized.
14. Socializing or other co-mingling activities that may encourage individuals to violate policy 4 should be conducted outside the building where the risk of transmission is lower.
15. Sunday morning services will require pre-registration for all regular Hope attendees to assure that capacity and contact tracing standards are maintained. (See Contact Tracing Protocols; Appendix A)
16. Anyone attending an in-building event (including Sunday Morning Worship) must consent to the Behavioral Covenant (Appendix B).⁴
17. In the event that an individual who attends an in-building event is diagnosed with COVID within 14 days of said event, Hope's contact tracing standards will be instituted (See contact tracing protocols below.)
18. Hope Staff and Leadership Team reserves the right to suspend services at any time based on a variety of factors including, but not limited to, local infection rates, State or Federal guidance, a positive COVID test from an attendee, new information or guidance from the CDC or IDPH, failure of attendees to follow posted and established guidelines, and other factors.
19. Hope agrees to follow all in person regulations set by the State of Illinois for Zone 10.

⁴ Failure to adhere to the Behavioral Covenant may result in disciplinary action taken by the Staff or Leadership Team up to and including suspension or expulsion from in-person attendance.

Appendix A

Contact Tracing Protocols

All members must consent to our contact tracing protocols. The contact tracing protocols are as follows.

- All persons who attend an in-building event must register.⁶
 - Registration captures name and email address
 - Anyone may “pre-register” for any event via link (<https://reopen.church/r/yiJERWrb>)
 - All persons who come to an event without registering must fill out a “contact tracing card”
- After service, all contact cards and preregistrations will be collected into a single dated excel document and kept for no less than 30 days.
- In the event that an attendee from any service receives a positive COVID diagnosis within 14 days of attending said service, all attendees of that service will be emailed. The email will include:
 - Hope's staff has been notified of a Covid-19 case amongst the attendees of the relevant event, date and time.
 - Hope's precautions include having services in a ventilated space, at reduced capacity, socially distant, with Mask Use, these precautions are proven to prevent the spread of Covid-19.
 - If you have any concerns about potential exposure, please consult your physician.
- Hope will protect the privacy of individuals including, but not limited to, their contact information and healthcare information.

⁶ In the event an attendee does not have an email, we will collect their phone number when they arrive.

Appendix B

HOPE COVENANT CHURCH WORSHIP PARTICIPATION COVENANT

In response to the COVID-19 pandemic, I promise, with God's help and to the best of my ability, to abide by these guidelines for participation in in-person worship services until further notice.

As a reflection of our shared commitment, to love our neighbors as ourselves, and respect the dignity of every person, I will:

- Wear a mask over my nose and mouth at all times in church buildings, except momentarily to partake in communion.
- Not attend worship if I have symptoms of any transmittable disease that could compromise the health of another congregant.
- Notify the church office immediately if I am diagnosed with, or suspected of having, COVID-19 within 14 days of participating in an in-person event at Hope Covenant Church.
- Maintain a distance of six feet or more from others who are not part of my household.
- Respect any requests for distance, masking, or cleaning, to ensure the safety and comfort level of others; and abide by any additional instructions/signage regarding hygiene or safety.
- Not engage in behavior outside of church that unnecessarily exposes me to risk of contracting COVID-19
- Take responsibility to ensure that any children under my care while at Hope abide by all aspects of this covenant, including mask use for children over 2 years of age.

Appendix C

COVID-19 Communion Protocols

Due to the risk of transmitting COVID-19 the following protocols for communion will be in place:

- Only paid staff may prepare communion.
- No staff member who has been diagnosed with or has any symptoms of COVID-19 may be on church premises, including for the preparation of communion until receiving a negative COVID test.
- All communion elements (juice and bread/cracker) must be in unopened packaging immediately prior to preparation and distribution.
- All communion elements are to be distributed in disposable, single use containers (disposable plastic communion cups or similar)
- Staff preparing communion must:
 - Wear a face mask
 - Wash hands and wear single-use disposable gloves (in accordance with 2017 U.S. Food and Drug Administration (FDA) Food Code 3-304.15) before handling ready to eat foods.
- Communion Elements are only to be handled by the staff member designated to prepare communion and the consumer.
 - As such, Communion should be placed at the seat of the individuals consuming communion or similar method of distribution
- A trash basin shall be available for individuals to dispose of their own communion waste or the waste of those in their household.
 - Any unused communion elements should be left, untouched, for staff to dispose of after the conclusion of service.