



## BROADWAY UNITED METHODIST CHURCH

3338 N Broadway St, Chicago, IL 60657

[www.BroadwayChurchChicago.com](http://www.BroadwayChurchChicago.com)

July 6, 2020

Hello Building Users,

As the city and state has moved into Phase 4, we, at Broadway, are preparing to gradually open up our building also. To do that, we need your help. We have developed policies that will need to be followed in order to make sure the building stays as safe and sanitized as possible for all users:

Who should not be in the building-

- Anyone who, ***in the last two weeks***, has had close contact with someone diagnosed or was suspected to have COVID-19.
- Anyone who is feeling sick.
- Anyone who answers yes to any of the self-screening questions (*see below*).

For entering the building-

- Masks are required. (*We encourage folks to wear their own; however, we will also have some disposable masks available.*)
- Temperature will be taken upon entry. (*Per the CDC, any temperature 100.4 F or greater is considered a fever; monitors will not let you in if you have a fever.*)
- Hand sanitizing will be required upon entry. (*Sanitizer will be provided at entrance and throughout the building.*)
- No food or drink may be brought into the building.
- ENTRY will be allowed only through the East door, marked 'ENTRANCE' (*on Broadway*).

While you are inside the building-

- No shared materials.
- Observe social distancing as marked on the ground. Chairs are placed following distancing requirements.
- As weather permits, we will keep windows open for better ventilation. We also ask that doors be propped open, as possible.
- We ask that only one person uses the restroom at a time, on the main level.
- Refrain from socializing in the building- before or after your event, and as much as possible, stagger leaving to keep distance.
- EXIT only through the West door, marked 'EXIT' (*on Buckingham*).

Requests:

- Since we do not have the financial capacity to hire professional cleaners multiple times a day or even every day, we ask you to please sanitize the space/room upon arrival (to be certain), and before you leave. Cleaning supplies and directions will be available in each space.
- **If anyone who attended your group/meeting is diagnosed with COVID-19, we ask that you notify the church immediately.**
- As possible, we ask that each group keeps track of names and contact info for each attendee, in case contact tracing is necessary.

Please note: while we will be doing our best to keep the space as clean as possible, and maintaining our guidelines, ***entering our space will be done at each individual's own risk.***

Rev. Alka Lyall, Pastor (text at 815-474-6721)  
Rev. M Barclay, Deacon  
Robert Galbreath, Jr., Director of Music Ministries  
Church Office

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Keeping in mind these policies and requests, please let us know if and when your group would like to resume meeting at Broadway again. If nothing changes, we plan on **opening the building for groups of 25 or less, by July 15th.**

We also need the name and contact information (email and cell phone number) of the convener of your group, in case we need to inform you of any COVID related updates or emergency/last minute changes. **Please also find attached with this letter Broadway's "Back to the Building" Plan.**

Please let us know if you have any other questions or concerns! We look forward to our continued partnership and collaboration in keeping everyone safe, while in our building.

Rev. Alka Lyall and the Broadway Ministry Advocates

*Self-screening questions:*

- *Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?*
- *Do you have a new cough that you cannot attribute to another health condition?*
- *Do you have a new or worsening sore throat that you cannot attribute to another health condition?*
- *Do you have new shortness of breath that you cannot attribute to another health condition?*
- *Have you recently developed a complete loss of smell or taste?*
- *Have you recently been in contact with someone who tested positive for COVID?*
- *Have you recently been diagnosed positive for COVID?*