



Broadway UMC

“Back to the Building” Plan

Created by the Broadway Ministry Advocates

Updated May 2021

From the Ministry Advocates of Broadway UMC



Beloved Community,

To say that this has been a challenging time, is an understatement. The virus has stopped us in our tracks and has forced us to look deep within and around. It has reminded us that with all our busyness and plans— we need time for healing— personal, physical and climate.

While we all long for that day when we will be able to gather again in person, we also know that things will be different. We will need to change the ways we meet and greet. We at Broadway are committed to making the space as safe and hospitable as it can be— for that time.

We know that we are following the state guidelines with a little delay— but that is to ensure we have all measures in place for your protection and everyone’s health.

In as much as we will work on that— we also want to ensure that you know that **you will enter the building at your own risk.**

If you feel uncertain for any reason, we would suggest you stay home

Rev. Alka Lyall and Ministry Advocates of Broadway UMC

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 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?

If your answer to any of the questions is YES, then we suggest you stay home, take care of you and contact your doctor if necessary.



Phase A

Guidelines

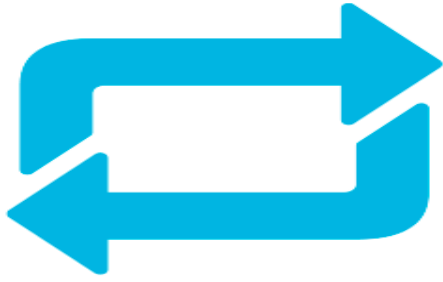
- ⇒ Vulnerable individuals continue to shelter in place.
- ⇒ Gatherings of up to 10 people allowed.
- ⇒ Mask is required to be in the building.
- ⇒ Social distance is to be maintained.

Worship

- ⇒ On line only.
- ⇒ Fellowship after worship is also offered on-line.
- ⇒ Pastoral care is provided virtually.

Building Use

- ⇒ No groups or committees are meeting in the building.
- ⇒ Office Manager is in the building once a week.
- ⇒ Director of Music Ministry is in the building once a week.
- ⇒ Pastor is in the building once a week.
- ⇒ Staff is in the building as needed.



Phase B (Phase 3 by IDPH guidelines)

!! Where we currently are!!

Guidelines

- ⇒ Gatherings of up to 25 people are allowed.
- ⇒ Mask is required to be in the building– *disposable masks will be provided if needed.*
- ⇒ Social distance will be maintained.
- ⇒ No one who is sick will be allowed in the building.
- ⇒ No food/drink will be allowed in the building.
- ⇒ There will be one entrance and exit (both marked).
- ⇒ Sanitizer will be available at both entrance and exit.
- ⇒ Sanitize the room when you enter and before you leave.
- ⇒ *Nursery care will not be available.*
- ⇒ Bathroom use will be limited to one person at a time.
- ⇒ Bathrooms doors will stay propped open.

Worship

- ⇒ Worship will continue to be offered on-line.
- ⇒ Worship leaders and pastor may lead it from the building.
- ⇒ No communion will be served in the building, except the pre-packaged sets
- ⇒ No Fellowship in the building
- ⇒ Pastoral care is provided virtually.

Building Use

- ⇒ Groups of 25 or less will be allowed to meet in the building.
- ⇒ Office Manager is in the building once a week.
- ⇒ Director of Music Ministry is in the building once a week.
- ⇒ Pastor is in the building once a week.
- ⇒ Staff is in the building as needed.



Phase C (Phase 4 by IDPH guidelines)

TENTATIVELY August 1, 2021 for Broadway UMC

Guidelines

- ⇒ Gatherings of up to 50 people are allowed.
- ⇒ Mask is required to be in the building– *disposable masks will be provided if needed.*
- ⇒ Social distance will be maintained.
- ⇒ No one who is sick will be allowed in the building.
- ⇒ No food/drink will be allowed in the building.
- ⇒ There will be one entrance and exit (both marked).
- ⇒ Sanitizer will be available at both entrance and exit
- ⇒ Sanitize the room when you enter and before you leave.
- ⇒ *Nursery care will not be available.*
- ⇒ Bathroom use will be limited to one person at a time.
- ⇒ Bathrooms doors will stay propped open.

Worship

- ⇒ Worship will continue to be offered on-line.
- ⇒ To worship in the sanctuary (up to 25 people) you need to register in advance.
- ⇒ No Fellowship in the building.
- ⇒ No singing, passing of the peace or hugging/handshake at the end of worship.
- ⇒ No bulletins , hymnals and no offering plate will be passed.
- ⇒ Individual communion kits will be used for communion.
- ⇒ Pastoral care is provided as needed.
- ⇒ Weddings/Baptisms/Funerals as needed within IDPH guideline.

Building Use

- ⇒ Groups of 50 or less will be allowed to meet in the building
- ⇒ Office Manager is in the building at least once a week.
- ⇒ Director of Music Ministry is in the building at least once a week.
- ⇒ Pastor is in the building at least once a week.
- ⇒ Staff is in the building as needed.



Phase D

No TENTATIVE date yet

Guidelines

- ⇒ Gatherings of up to 50 people are allowed.
- ⇒ Mask is required to be in the building– *disposable masks will be provided if needed.*
- ⇒ Social distance will be maintained.
- ⇒ No one who is sick will be allowed in the building.
- ⇒ No food/drink will be allowed in the building.
- ⇒ There will be one entrance and exit (both marked).
- ⇒ Sanitizer will be available at both entrance and exit.
- ⇒ Sanitize the room when you enter and before you leave.
- ⇒ *Nursery care will not be available.*
- ⇒ Bathroom use will be limited to one person at a time.
- ⇒ Bathrooms doors will stay propped open.

Worship

- ⇒ Worship will continue to be offered on-line.
- ⇒ To worship in the sanctuary (up to 50 people) you need to register in advance.
- ⇒ No Fellowship in the building .
- ⇒ No singing, passing of the peace or hugging/handshake at the end of worship.
- ⇒ No bulletins , hymnals and no offering plate will be passed.
- ⇒ Individual communion kits will be used for communion.
- ⇒ Pastoral care is provided as needed.
- ⇒ Weddings/Baptisms as needed within IDPH guideline.

Building Use

- ⇒ Groups of 50 or less will be allowed to meet in the building
- ⇒ Office Manager is in the building at least once a week.
- ⇒ Director of Music Ministry is in the building at least once a week.
- ⇒ Pastor is in the building at least once a week.
- ⇒ Staff is in the building as needed.



Phase E

When a Vaccine is Available

***When we HAVE A VACCINE and it is available to ALL people,
the in-person activities at Broadway will resume!***

***This decision will be based on, but not limited
to the state and City guidelines!***

Question you may ask:

- ◆ What if someone who comes to worship/meeting tests positive for COVID?
We will inform all who were in the building during that gathering while maintaining confidentiality of personal information.
- ◆ Will the building be cleaned and sanitized after every use?
We request each group to clean/sanitize the room before they start the meeting and before they leave the room. *We will not be able to have the room sanitized by our cleaning service after every use.*
- ◆ What if we see a resurgence of COVID-19 cases?
We will review our plans immediately and if needed follow the IDPH and/or City of Chicago guidelines.



Checklist

For Internal Use Only

- Signs are posted
- Hand Sanitizer dispensers are in place
- Monitors are informed
- Hand dryers are disabled
- Paper towels are placed
- Garbage receptacle is placed outside the restrooms
- Masks are placed
- 6 feet distance markers are made in every room
- Signs are posted to “Entrance” and “Exit”
- Room sanitizer spray is placed in every room
- 6 feet markers are placed on entrance ramp
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