



INDOOR MEETINGS AT BLOOMINGDALE CHURCH

(SEPTEMBER 2020)

1. Teachers/leaders must model social distancing and wear a well-fitting face mask covering the mouth and nose whenever in the building. They will insist that all other participants practice the same. There are no handshakes, fist bumps, hugs, contact games, or touching activities.
2. The total number of participants per room is limited to 25% of the total square feet in the room divided by 36 (6x6 ft per person) or 50 people, whichever number is the smaller. The maximum number permitted in any room is 50 people with the exception of the sanctuary for the worship services which allows up to 100 people. *(See separate "Indoor Worship Guidelines")* Common Grounds (2500 square feet) has a maximum capacity of 50 people. The Children's Quad (1800 square feet) has a maximum of 50 people. The Youth Quad (1600 square feet) has a maximum capacity of 46. The Coffeehouse (800 square feet) has a maximum of 22 people. The PAK room (750 square feet) has a maximum of 20 people. The gym (4000 square feet) has a maximum of 50 people.
3. No food or drinks except bottled water may be served or consumed inside. Participants may bring their own water bottles. The drinking fountains are temporarily disabled.
4. Children must be in the visual care of their parents at all times in the facility, except when they are attending one of the children's classes. Only one volunteer should touch the check-in keypad screens. The nursery remains closed. The standards of children's indoor classes are addressed in a separate document.
5. When it is necessary to wait in lines, maintain six-foot social distancing (and continue wearing a mask).
6. One-way traffic flow patterns are maintained in the hallways with directional signage and the minimizing of two-way interactions whenever possible. Different groups using the facility at the same time enter and exit the facility through their defined entry and should not be going into the designated areas of other groups.
7. Use of the elevator is limited to those who need it and one family group at the time.
8. All areas of the church that are not being used are to be locked off by the adult leaders before group members begin arriving. This includes unused hallways and the gymnasium.
9. Restrooms use is limited to one family group at a time and wearing face masks.
10. Each group leader accepts responsibility for the sanitization of the areas that their group uses before and after their event. This includes wiping down with disinfectant commonly used surfaces including doorknobs, light switches, handrails, tables, and chairs. Sanitizing supplies are conveniently located and leaders are given instruction as to the appropriate cleaning protocol. Our paid janitorial staff performs a thorough cleaning of the facility weekly.



264 Glen Ellyn Rd, Bloomingtondale, IL 60108 
info@bloomingtondalechurch.org 
bloomingtondalechurch.org 
630.894.0090 



BLOOMINGDALE CHURCH

11. The leader in charge is responsible to assure that windows are open wide enough to provide a continual flow of fresh air. The leader is also responsible to assure that all windows are closed at the end of the event. Fans, which circulate inside air but do not bring in fresh outside air, should not be used.
12. The outside doors are to be locked and all areas secured when their group exits the facility.
13. There should be no shared materials circulated among people. Leaders must thoroughly wash their hands before handling and distributing any necessary classroom papers or supplies. These should be distributed by one person and not passed among a group.
14. All group leaders will be briefed in these procedures and must agree to follow the guidelines in order to use the facility.
15. Weddings and funerals will follow these standards.

Communication

Expectations will be communicated by the group leaders to all participants. The church will also communicate the standards through posted expectations email, Facebook, and website updates.

Individual Controls, Measures, and Screening:

- Ensure proper use of face coverings.
- Congregants/visitors and staff should be screened for temperature and/or symptoms upon arrival to places of worship and asked to use hand sanitizer and to wear face coverings.
- Encourage staff and congregants/visitors who are sick or exhibiting symptoms of COVID-19, or who have family members who are ill, to stay home.
- Post signage in strategic and highly visible locations, to remind congregants/visitors they should use face coverings and practice physical distancing whenever possible.
- Use social media, websites, texts, emails, and newsletters to communicate the steps taken to protect congregants/visitors and staff so they are familiar with the policies (including to stay home if experiencing symptoms or at an increased risk of becoming sick, face coverings, physical distancing, handwashing and/or sanitizing, and cough etiquette), before arriving at the facility.
- Staff and volunteers are strongly encouraged to remind congregants/visitors of these practices with announcements during services or on welcoming guests.
- Consider reaching out separately to those who are ill but desire to be engaged in worship services.



264 Glen Ellyn Rd, Bloomington, IL 60108 
info@bloomingtondalechurch.org 
bloomingtondalechurch.org 
630.894.0090 



- Develop a plan to include those participants by phone, video, or a safe alternative.
- Monitor for staff illnesses and have staff remain home if they are ill or have been exposed to a person who is ill.
- Know and communicate where staff and congregants can get tested for COVID-19 if they develop symptoms.
- Have a clear plan to facilitate contact tracing if an attendee later tests positive for COVID-19.
- Recruit non-vulnerable volunteers to assist in activities, particularly those that may require close contact.
- Limit offerings of classes or services for children to groups of 50 or fewer and devise an age-appropriate plan for children to practice social distancing and wear face coverings.



264 Glen Ellyn Rd, Bloomington, IL 60108 
info@bloomingtondalechurch.org 
bloomingtondalechurch.org 
630.894.0090 