

St. Elisabeth's Episcopal Church  
556 Vernon Ave  
Glencoe IL 60022  
www.steglencoe.org

**ST. ELISABETH'S  
PHASE 2 CAMPUS RE-ENTRY**  
(Illinois State Phase 3 - 4)  
valid thru September 2020

Via email vote, July 24, 2020, the Vestry approved this 2nd Phase of re-entry guidelines which assumes the following:

- Staff will re-enter campus during the week of August 25th for work with precautions
- No staff member is required to work in the building. Safety first.
- Communal worship on campus, on the lawn, may begin on Sunday, September 13, 2020, with stated precautions below.
- Highland Park Montessori School is scheduled to reopen in August with additional guidelines stated below. This possibility is subject to change based on the latest data re: COVID-19
- In addition to staff, up to 5 people may reserve entry to the campus interior once agreeing to stated precautions
- Vestry will revisit these guidelines at the next scheduled vestry meeting, September 2020

**St. Elisabeth's Campus COVID Guidelines**

No access without the following considerations:

- Access to St. Elisabeth's interior by appointment only. Link to "Re-entry & Reservations" to inquire about access.
- If you are feeling sick or unwell, do not enter.
- Masks must be worn at all times when entering the building and moving through common areas.
- When sharing space, masks must be worn and individuals must be 6 feet apart.
- Bathrooms are closed to public use.
- All staff and visitors must enter and exit through the South Street door only. Terrace entrance is reserved for Montessori School use.

**Timeline**

- July 14 - Reinstate full campus cleaning, twice weekly.
- July 14 - Campus accessible by appointment. Staff works in offices as needed.
- August - month of listening, regrouping and resetting.

- August Montessori School re-opening based on CDC guidelines and contextual additions below
- Aug 5 - In preparation for campus-based streaming, installation of campus-wide wifi (delayed from July 14, awaiting completion of work in sanctuary, guild room and living room)
- August 10 - Campus deep cleaning in preparation for school reopening
- August 25th - Staff re-enters office space.
- August 30 - First streaming from Chapel (Kevin) and Church (Dillon)
- September 13 - Lucky 13 Ingathering, Program year kick-off with first in person worship with Holy Communion outside on the lawn. Interior of St. Elisabeth's remains closed except for staff, school and reservation requests.
- September 15 - Vestry revisits entry guidelines and timetable, phase II revisited, updated.

## **PREPARING/CLEANING/DISINFECTING**

All common spaces are thoroughly cleaned/plan is in place before first service.

- Prior to initial deep cleaning, common spaces and worship areas have been prepared as recommended below. Deep cleaning before school staff and children re-enter building
- Initial deep cleaning date: August 10

Per EPA recommendations, water supply should be flushed. On the first day, per EPA recommendations, the staff will:

- 10 minute - 15 water run time - all sinks
- Water supply flushed date: July 7, 2020

## **COMMON SPACES & FURNISHINGS**

Administrative Spaces open August 25 with limited campus access. There are currently no plans for communal worship to resume within the campus interior.

The following recommended precautions have been completed as recommended within the sanctuary and chapel.

- Prayer books, hymnals, bibles, pens, information cards, etc. have been removed from pews. Plan for distribution of worship bulletins and disposal of bulletins is in place.
- All non-essential items have been discarded.
- Hymnals, prayer books and bibles have been wiped down and stored in the coat closet.
- If the decision to resume face-to-face worship within the interior of St. Elisabeth's is a "yes," we will complete, review and rearrange the physical layout of spaces such as narthex, nave, sacristy, vesting areas, etc. to maintain physical distancing and overall

safety. Clearly delineated markings for how physical distancing is maintained between individuals or family groups.

Initially, bathrooms will be open only to staff. Once the school reopens, the following precautions will be adhered to:

- Bathrooms have signage indicating one-at-a-time usage only. Supplies available in bathrooms for quick disinfecting (disinfectant wipes, hand sanitizer). Signage about personal hygiene. (handwashing, disposing of any trash)
- Download signs from CDC
- Disinfectant wipes and hand sanitizer for all bathrooms
  - Single stall all access (first floor)
  - 2 stall womens (first floor)
  - 2 stall (basement)
  - Single stall (2nd floor)

## **SUPPLIES AND EQUIPMENT NEEDED**

Hand sanitizer, tissues, and waste baskets are accessible and in convenient locations.

Face coverings are available for those who do not have them.

- 20 Disinfectant wipes (kitchen, sacristy, 4 bathrooms, 2 offices, choir room, library, dining room, guild room, chapel, sanctuary - front and back, South Street entrance)
- 20 hand sanitizers
- Disposable, single-use face masks (at South Street entrance)
- Air purifiers under consideration

## **MEMBER/VISITOR AWARENESS & COMMUNICATION**

Entry and exiting plans created.

Plan created to assure compliance with maximum number of people allowed.

- Reservations through church website found under “St. E’s Virtually” then link to “Re-entry & Reservations”
- Signage about physical distancing, entering, exiting, maximum occupancy, hand washing, wearing of facial coverings, non-contact greetings and refraining from shaking hands or hugging is visible and posted.
- Maximum occupancy - 5 or less (does not include school)
- Disposable face masks at South Street entrance to campus
- Download signs from CDC website posted in bathrooms and kitchen
- Download safe distance guidelines from CDC website

The following actions were approved by vestry by email vote following the July 2020 vestry meeting:

- Congregation is aware of plans for their return and also know to stay home if they are sick or have been exposed to someone with COVID-19. Signage in place by week of August 25,
- Plans in place if a member of congregation or visitor becomes infected with COVID-19

Plan in place if a parishioner or a visitor is ill:

- If you believe you contracted COVID-19 on campus or you are infected and have been on campus parishioners are strongly encouraged to let rector or wardens know
- Campus access scheduling allows for contact tracing.

If someone refuses to wear a mask, campus and worship access is denied and they are directed to the live-streamed service.

Training has been provided to clergy, staff, and volunteers (especially greeters, altar guild, readers) in new procedures. (forthcoming)

## **Worship Services**

There are no plans to return to communal interior gathering for worship at St. Elisabeth's at this time. Worship on the lawn could begin on September 13, 2020. Guidelines are below. Clergy and staff may stream services from campus interior until then.

- Extend wifi for streaming from church and chapel
- Presider in chapel. Musician in church. This allows musician to sing during live.
- Lectors and prayer leaders could read from chapel if all safe-space precautions can be honored and they feel safe. If not, recorded readings will continue. No one will be asked to enter the building unless they feel safe. They will have ample opportunity to participate in worship remotely as our congregation is doing now.
- Outside worship considerations, possibly beginning September 13, are outlined below.

Procedures for celebrating the Eucharist on the lawn are:

- If outside service is desired, and science and numbers are on our side, safe exterior face-to-face worship guidelines would be based on the following recommendations:
  - Community brings own chairs, blankets and elements to be consecrated
  - Quarantined together would gather in spaces, 12 feet apart
  - Masks required when moving about, beyond identified "pods."
  - Masks may be removed when sitting or standing within identified space
- Altar table in middle of large gathered circle with safe precautions firmly in place
- Parishioners would bring bread and wine to be consecrated which would remain with them. Presider would consecrate from a safe location. No contact with elements would be done by the Presider. No sharing of elements beyond families quarantined together would be permitted.

Worship bulletins have clear instructions about procedures and guidelines for entering and exiting space, greeting and passing of peace, reception of communion (if applicable), and wearing of face coverings.

- Worship bulletins will continue to be posted online. It is the parishioner's responsibility to download, use and discard. No sharing, outside of "pod" or reusing is permitted.
- Online donations strongly encouraged.

Families celebrating baptisms, wedding, funerals, and Quinceañeras are aware of guidelines and will commit to adhering to them.

### **SUNDAY SEPTEMBER 13 - LUCKY 13 INGATHERING**

In person worship resumes on the lawn of St. Elisabeth's. Service streaming continues

According to a July 2020 congregational survey, 64% of our congregation expressed interest in face-to-face worship on the lawn. The Lucky 13 Campaign has been created to address this possibility.

Weather permitting, beginning on Sunday, September 13, in person worship on the lawn will commence. The service will be streamed. Lectors and prayer leaders would have the option of pre-recording readings. No one is required to attend. Because of streaming, no one will be excluded. Service participants will still have the option of pre-recording their part of the service.

Parishioner Preparations:

- All families and individuals are required to bring their own elements for communion consecration. Consider baking bread with our recipe, packing the bread and wine or apple juice, and bringing it to the lawn service.
- Worship booklets must be downloaded into an e-reader/ipad or printed out and brought to the service. The service is available for download the Friday prior to the gathering.
- Parishioners must bring chairs, blankets, and any other items they would like and assemble on the lawn in their "pod."
- All gathered parishioners and worship participants must wear masks during gathering, departing, and moving from their "pod" to the lectern for the reading. Once a person is at their designated "pod" area, masks may be removed at the discretion of the individual. "Pods" will be spaced and identified, 20 feet apart.

The following precautions must be adhered to:

Lawn Gathering Precautions:

- A large circle, with identifiable gathering "pod" positions, will be marked around the lawn
- Masks must be worn by all as the congregation gathers, greeting each other 6 feet apart.
- Masks are not to be removed until parishioners are settled in their "pod."

- Parishioners would then, in quarantined “pods”, 20 feet apart set up their own lawn chairs, blankets and any other items brought from home.
- Masks must be worn if a parishioner moves from their “pod.”
- The interior of St. Elisabeth’s remains closed.
- Bathrooms are closed unless there is an extreme emergency.

#### Set-up:

- A simple presider’s table is centrally located on the edge of the circle.
  - iPad for streaming is there.
- An electronic instrument, at Dillon’s discretion, is the next “pod.”
  - iPhone for streaming is there.
- On the other side of the presider’s table, the next “pod” is a lectern.
  - iPhone for streaming is there.
- Ideally, a fourth iPhone is set up to capture a wide shot of the worship gathering
- Any parishioner with an iPhone may set up their camera to capture worship from their “pod.”

#### Liturgy of the Word:

- Lectors will proclaim the readings from the podium/lectern
- Masks must be worn when leaving their “pod” and during the entirety of the reading/prayers of the people. The lector’s mask may be removed once returning to their “pod”

#### Liturgy of the Table:

- Parishioners must bring their own elements to be consecrated.
- During the communion anthem, elements must be on a small plate and wine or apple juice in a small container, clearly visible in each “pod.”
- The Presider will bless their own *elements* at the presider’s table.

#### Music:

- Instrumental music will be played throughout.
- Parishioners will be encouraged to follow the words along in their worship booklet.
- If science and the latest information re:COVID supports this, singing with masks within “pods” may be considered.

## **GLENCOE MONTESSORI SCHOOL**

### **General Building Access**

Phase 4 Illinois allows the following general criteria:

- Our main consideration is containing the spread of the virus.
- This means limiting numbers and movement around spaces.
- The school will access the building through the north entrance.
- Church staff will access the building through the south entrance.
- Staff and children are only permitted to access areas in the agreed-upon rental agreement. During COVID considerations, this must be adhered to without exception.
- Daily temperature and COVID-19 symptom checks will be required with a process for parents to self-certify their child(ren) before entering the school. A similar process will be in place for all staff.
- All teachers and staff will review the units of The Episcopal Church's Keeping God's People Safe guidelines and submit proof of review to the rector of St. Elisabeth's.

### **Arrival**

- Defined arrival and dismissal times and procedures will be used to minimize large gatherings and maximize social distancing options.
- Drop off is by car. School-staff greet children at the car and escort the child to their respective classroom.
- No parent/guardian is permitted inside the campus unless by appointment. Appointments may not be made during drop-off or pick-up.
- There are 15 full-time children
- Drop-off occurs between 8:30AM - 9:00AM.
- Asking for 1st week only, allowing all students with a single parent to accompany children, 10 children max, to the classroom. Four different 15 minute increments. Concerned about transition during first week of school
- Pick-up occurs between 12:30PM, 1:30PM, 3:00PM, 4:30PM

### **Common Space Use**

- Hallway movement is restricted to bathroom breaks and outside access.
- The expectation is that all people - staff and children - wear masks in common areas.

### **Classroom Use**

- Doors must remain closed during classroom use.
- For ventilation, all windows should be opened when possible.

## **Bathrooms**

- Only St. Elisabeth's staff and Montessori faculty (and approved handicapped access) may access the 1st floor, southeast corner bathroom.
- All contacted surfaces must be wiped cleaned by the user.
- Other bathrooms are open for school use only.

## **Masks**

- The expectation is that masks are worn by all, including the children, in public spaces, including kitchen, hallways, bathrooms and transition areas.. We understand this is a difficult request. Considering parishioners and other building users will be accessing the space with limited capacity, this is for all building user's safety.

## **Naptime**

- In the classroom

## **Sanitation**

- Handwashing protocols will be taught and increased opportunities will be scheduled throughout the day.

## **Kitchen Use**

- Food is assembled in the kitchen. Masks and gloves must be worn during food preparation. Only 2 people may be in the kitchen to prepare student lunches.
- Teachers and staff will be permitted to use the kitchen for personal use. Masks and gloves must be worn. All surfaces must be wiped down upon exit.

## **Outside Access**

- The use of outdoor learning spaces will be encouraged across grade levels to maximize options for fresh air and mask-free socially distanced engagement.
- The school will access the playground via the north entrance or the west exit on the Garden (basement) level.

*The Church and Highland Park Montessori Schools, Inc., as operator of the Glencoe Montessori School (the "School"), currently expect that the School will be able to commence Fall 2020 operations on or about August \_\_, 2020. Both the Church and the School recognize that this expectation is based on current local, State and Federal guidelines, as well as current circumstances and knowledge, with respect to the risks presented by the COVID-19 pandemic. In the event that there is a material change in those guidelines, circumstances or knowledge,*



*either the Church or the School may conclude and notify the other that it is not safe for the School to commence or continue operations and, in that event, the School will not do so.*

*We are committed to following and communicating the guidelines we have established.*

St. Elisabeth's Episcopal Church, Glencoe, Illinois  
Congregation

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The Rev. Kevin M. Goodman, Interim Rector

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Rich Lesperance, Warden

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Anne Touhy, Warden

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Jennifer Van Cleve, Glencoe Montessori School

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Carol Lee, Highland Park Montessori Schools, Inc., as operator of the Glencoe Montessori School

August, 2020

Date

Signed copy available for verification in church office.