

COMMUNITY PRESBYTERIAN CHURCH OF CLARENDON HILLS
PROCEDURES FOR IN-PERSON YOUTH MINISTRIES GATHERINGS
IN PHASE 4 OF THE RESTORE ILLINOIS PLAN FOR COVID-19
(Revised August 27, 2020)

BACKGROUND

This document describes the steps and procedures CPC Youth will take in order to allow our youth and volunteers to gather safely. Under the guidance of the Safety Security Emergency Response (SSER) Committee and their Procedures for Regathering for In-Person Worship (7/17/2020) CPC Youth will strictly follow state and local guidelines as well as SSER procedures approved by Session.

BEFORE YOUTH MEETINGS

The following procedures will be used before any gathering:

- Youth will not be in the church building.
- A supply of face masks will be available to distribute to those who arrive without one. Please be aware that all youth are required to bring their own. We will supply extras for unforeseen circumstances.
- Youth will complete the one-time registration form prior to our first meeting which specifies that groups will be put together for Middle School, and Post Disciples based on what time youth select to meet. We will do our best to place youth in their first priority time slot but cannot guarantee it. Disciples will have a scheduled meeting time as it is a small group this year and can be contained to one cube.
- If a youth starts exhibiting illness, including flu-like symptoms during the meeting, they will be removed from the group, and remain outside, while their parent can be contacted to pick them up. The church office will be alerted to the incident and will make notification to the DuPage County Health Department if there appears to have been a COVID-like exposure.

MEETING TIMES

- Initially, the total number of people on property will be limited to what is included in the IDPH guidelines, currently 50. This limit includes all volunteers, staff, and youth in attendance. This limit will remain in place through the entire period of Phase 4 unless modified by guidance from IDPH.
- To assure that attendance is below the state-specified limit, each cubes or small group of middle schoolers will meet at a separate, designated time, outside only. If there is bad weather, meetings will be moved to online through Zoom.
- Youth leaders will be allowed in the building to collect a bin for their specific meeting time. Each bin will have hand sanitizer, extra masks, a disinfected thermometer, and a temperature log for each group. Once they have retrieved their bin, leaders will remain outside for their meeting time. Youth will not be in the building during meeting times and bathrooms will not be available.

AS YOUTH ARRIVE

- Youth should arrive at the start of their designated group meeting time.
- Meetings will last up to an hour.
- Youth can feel free to bring a chair or blanket from home to sit on outside for themselves.

- As youth arrive, Leaders will take the temperature of all their group members using no-touch thermometers. Youth Leaders will also check each other before processing the youth. Youth will maintain social distance while checking in. A temperature at or greater than 100°F will be considered as a sign of fever. Youth or leaders who have a temperature of or above 100°F will be asked to leave.
- All youth must wear face coverings during meeting times. Extra will be available for unforeseen circumstances.
- No restroom facilities will be made available.
- Hand sanitizer will be available for youth and leaders during meetings.
- Youth will be spaced at least 6' apart during meetings and required to maintain social distance.
- Youth and leaders will only meet outside. If there is bad weather youth meetings will be moved to Zoom.

AFTER GATHERINGS

- Youth Leaders will make sure all youth have been picked up or have a ride home.
- Youth Leaders will also leave their bin of supplies and temp log in the DYFM office.
- Youth and volunteers will be discouraged from gathering anywhere outside near the building after gatherings. Physical contact (e.g., hand shaking, hugging, holding hands) will be prohibited.

YOUTH PROCEDURE IN RESPONSE TO POTENTIAL EXPOSURE TO COVID-19

(revised August 3, 2020)

This document describes the procedures to be followed in dealing with potential exposure to someone with a confirmed or suspected case of COVID-19.

The following are working definitions of COVID-19 case types:

- **Confirmed** A person who has tested positive for the virus and who has not yet recovered and received a negative test.
- **Symptomatic, Suspected** A person who is experiencing COVID-19-like symptoms but has not yet gotten test results. This individual may or may not be infected.
- **Asymptomatic** A person who is not experiencing any COVID-19 symptoms and has not been tested. This individual may or may not be infected.

The following are additional definitions:

- **Staff** Those on the CPC payroll.
- **Support Volunteers** Those not on the payroll but who lead or assist in ministry and administrative activities. (Note: In the following, the procedures described for a staff member apply to both staff and support volunteers.)
- **Youth** Any student who attends any youth gathering held by CPC Youth Ministries.
- **Close Contact** Close contact with a confirmed or suspected case at a distance of less than 6 feet for more than 15 minutes.
- **Household** People living together in the same accommodation on a regular basis. This includes family members and others who are cohabiting.

INCIDENT REPORTING

All staff, support volunteers, and others who are in the facility on a regular basis are encouraged to report any incident in which they or a member of their household may have had close contact with a person confirmed or suspected to have COVID-19. All will be asked to provide as much detail as possible including who may have been exposed, when the potential exposure occurred, and the location, duration, and circumstances of the potential exposure. A written record of all such reports will be maintained on file in the church office. The records will be considered as sensitive and shared only with those having a need to know.

RESPONSE PROCEDURE

The response procedure varies with the potential exposure.

A. A Staff Member, Support Volunteer or Youth Has Close Contact with a Confirmed or Suspected COVID-19 Case

- The staff member, support volunteer, or youth must report the incident to Director of Youth and Family Ministries as soon as possible. The individual is encouraged to consult with their healthcare provider on their next steps.

- If the exposed individual is symptomatic and it is subsequently determined by a medical provider that they may have a COVID-19 infection, the individual must remain away from the CPC facility and can return to normal activities once the following is met:
 - No fever for 72 hours without the use of fever reducing medications (fever is temperature greater than 100°F)
 - Negative test for COVID-19
 - OR;
 - A note from a medical provider documenting no clinical suspicion of COVID-19 infection
- If the exposed individual is asymptomatic, he/she may return when the following is met:
 - A period of 14 days without symptoms is reached.
- If the exposed individual is a confirmed case as a result of testing, the procedures in (C) below are to be followed.

B. A Staff Member, Support Volunteer, or Youth Is Around Another Person Who Has Had Close Contact With a Confirmed or Suspected COVID-19 Case

- The individual should monitor themselves closely for any symptoms of COVID-19 and does not need to self-quarantine.
- If the other person develops symptoms or is diagnosed with COVID-19, the procedures of (A) above are followed.
- If the potentially exposed individual develops symptoms or is diagnosed with COVID-19, the procedures of (C) below are followed.

C. A Staff Member, Support Volunteer, or Youth Is a Confirmed Case

- The individual must report the incident to the Director of Youth and Family Ministries as soon as possible.
- The individual must remain away from the CPC facility.
- The individual may return to normal activities when the following is met:
 - 24 hours with no fever **and**
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
 - 10 days since symptoms first appeared
 - There have been two consecutive negative tests at least 24 hours apart.

CLEANING PROCEDURES IF A CONFIRMED OR SUSPECTED CASE HAS BEEN IN THE FACILITY

- If it has been less than 7 days since the individual has been in the facility, close off any areas used for prolonged periods of time by the sick person.
- Wait 24 hours before cleaning and disinfecting to minimize potential for others being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible. During this waiting period, open outside doors and windows to increase air circulation in these areas.

- If it has been 7 days or more since the individual used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

CRITERIA FOR CLOSING IF A CONFIRMED OR SUSPECTED CASE HAS BEEN IN THE FACILITY

- In general, the entire facility does not need to be closed.
- The cleaning procedures above describe the closing off of an area. The leader of the activity using that area, in consultation with church office and Head of Staff, will determine whether the activity can continue or the facility can operate with that area closed. Any area closed must be so marked. If the activity must be suspended or the facility must be closed then that will be announced in multiple ways (e.g., signs on doors, web site, email).