

Outside Groups Building Usage Protocols

The intention is to limit movement within the building to the areas specific required for groups to meet and minimize required cleaning and help with safety.

1. Group leader is fully responsible for full compliance with all protocols and group safety.
2. Group leader is responsible to ask each attendee upon arrival to confirm they have not had or are having these symptoms for the past 14 days. **Fever, cough, shortness of breath, headache, runny nose, muscle aches, loss of taste or smell, and diarrhea/abdominal pain.** Any member of the group who is known to have or displays those symptoms may not enter the building.
3. Immediate written (email) and verbal (direct call) notification to Church Administrator must be made by Group leader upon any notification of positive Covid 19 test by group member who has been onsite. **Notification must include date of positive test. Date person was onsite.**
4. Any member of group testing positive for Covid 19 may not return to site until medical clearance by certified medical professional is provided to Group leader. Group Leader must notify Church Administrator in written form of Medical Clearance to be held on file by church.
5. Approved groups point of contact is the church administrative assistant. Groups must submit for approval their planned first meeting date and meeting duration per event.
6. Upon confirmation of date approval, group will be designated a specific day of the week, and time for meetings. No entry to the building is allowed outside of designated times.
7. All group attendees are required to follow all CDC and State guidelines for mask wearing, social distancing and sanitizing of occupied areas pre-and post-meeting. (Group is responsible to provide disinfecting material to comply with CDC and State guidelines.)
8. Building access is limited to lower level fellowship hall and restrooms located on second floor. Access to second floor restroom is only by staircase at rear of building. All other room access including those on second floor other than restrooms is prohibited at any time. (Exclusion for emergency events required to ensure group safety.)
9. Providing of food or eating is not recommended while on site. All garbage/waste discarded by group must be removed from site and placed into exterior waste cans at conclusion of meeting.
10. Any failure to comply with protocols will result in immediate suspension of building access for undesignated time frame.
11. All participants in each group must sign the waiver of COVID liability form and return to administrative assistant in the church office.