Guidelines for Use of the Church

These guidelines are being established such that various groups may begin indoor use of the Church facilities. These Guidelines, we believe, follow CDC recommendations.

1. Availability: The Church will generally be available for meetings between 10 am and 3 pm (first shift) and 7 pm- 9 pm (second shift). This will permit sufficient time for the Facilities Staff to clean rooms that were used and set up for second shift meetings. The Church must have a receptionist on duty in order to have in church meetings. Note: With respect to first shift meetings, cleaning will occur starting 1 hour after the meeting is over. With respect to the second shirt, the cleaning will occur first thing the next morning. Furthermore, there must be an individual on duty at the Reception Desk for all meetings.
2. Registration: Groups intending to use the Church for a meeting or an event must register their request. When submitting their request, the registrant must provide the date and time of usage as well as the approximate number of attendees.
	* For events NOT being held in the Sanctuary and Walker Chapel, the maximum attendance shall be 25 people for indoor meetings;
	* The location of the meeting will be assigned based upon the number of projected attendees. Note: if it is anticipated that someone attending the meeting will be bringing children, this should be so noted as we will want to seat those families more to the perimeter of the room;
		+ For now,
			- the PYGS Lounge and Room 21 will not be available until repair work has been completed;
			- The Library and the Crib Room will not be available to be used;
			- To start, only the rooms equipped with air purifiers will be available. As we receive more purifiers and additional rooms are equipped, those rooms shall be available. The Facilities Manager shall inform the Office Manager of which rooms have been equipped with purifiers
	* The Facilities Management Team will be responsible for room set up. All set up will be done so as to maintain appropriate social distancing.
3. Meeting Attendance. For each meeting
	1. The organizer must Identify staff member who will be in attendance or if no staff member is present, who is leading the event;
	2. Advance registration is required. No attendees who have not pre registered;
	3. The organizer must provide a list of attendees 24 hours prior to the meeting so that the front desk receptionist can check people in;
	4. For people who will be attending the meeting, the organizer must send an email in advance
		1. Let people know that the meeting is being held in accordance with CDC guidelines;
		2. Ask people to arrive 15 minutes before the event;
		3. If people need to use the elevator, one person or one couple/family may ride at a time;
		4. They may bring their own drinks/snack (but will need to dispose of their own garbage);
		5. Masks must be worn at all times; Note: The church will maintain a supply of masks available at the Reception Desk. Therefore, if the attendee does not have one, they can get one at the church
		6. Hand sanitizer will be available;
		7. Ask people to stay home if they have any symptoms or have been exposed to someone with Covid in the past two weeks.
4. Upon arrival for the meeting:
	1. Ask if anyone has been exposed to someone with COVID in the past two weeks or has any symptoms. If the answer is yes, ask them to leave. Give sticker to those who have passed the entrance screening.
	2. Remind masks are to stay on during event. If needed, the Church will have a supply of masks
	3. Remind about social distancing
5. At the beginning of the meeting, the host shall make announcements to the gathering as follows:
	1. Keep masks on
	2. Bathroom: Knock first and wait if someone is using it. Note: Put a sign at the entrance to each bathroom that only one person in the bathroom at a time.
	3. One person or one couple/family may ride the elevator at a time.
	4. Note: no food or drinks will be provided. Attendees will be informed of such in the advanced registration and told to bring their own.
6. Items to have at every event:
	1. Extra Masks (the church will maintain a supply)
	2. Gloves (In case of emergency only or spill of some sort). The Church will maintain a supply,
	3. Hand Sanitizer
	4. Nametags or stickers (to signify that the attendee has been screened)
	5. Master list of attendees
7. Sick Room: In the event that someone should become ill with COVID like symptoms during the meeting/ activity
	1. That individual should be escorted to the to be identified Sick Room. If needed, the Paramedics should be called. Otherwise, arranging for that individual to get home should be done. If the individual has their own transportation and is able to drive themselves home, they can do so;
	2. The meeting/ activity should be immediately ended and people should leave the church as quickly as possible;
	3. The Receptionist should be notified such that he/she can notify the appropriate staff especially the Facilities Manager . The room must be closed (locked if possible) with a “Do not enter” sign. After a minimum of 24 hours, the room can be cleaned.
	4. Those who attended the meeting should be advised to consider self quarantining and possibly have a COVID test

Use of the Sanctuary and Walker Chapel

 Both facilities may be used for Weddings, Funerals, and other activities. It is likely that such usage would occur on weekends. In addition to the Guidelines listed above, attendance for events in these facilities shall be limited to 25% of capacity. With respect to the Sanctuary, that is approximately 100 people and with respect to Walker Chapel, that number is TBD. No receptions will be permitted after the services. Entrance and exit will be through the Chicago Avenue doors and attendees should not be permitted to enter any other parts of the building unless there is a specific need.

 Masks must be worn at all times and social distancing must be practiced to the greatest extent possible.

 The relevant points in Sections I-VII above should also be incorporated as guidelines for usage of the Sanctuary and Walker Chapel.

Use of Roy Hall

 A desire has been expressed for families to be able to use Roy Hall during the colder weather for physical and other activities. In order to accommodate such requests, the following is being recommended:

 Times available:

 Monday- Friday: 3- 4:30 pm and 7-8:30 pm

 Saturday: Noon to 1:30 and 3:30-5 pm

 Sunday: Noon to 1:30 and 3:30-5 pm

 Note: Weekend times will only be available once the weekend custodian has been hired.

 Guidelines:

* Roy Hall will be divided into 4 (6?) sections so that no more than 4 (6) families can be in Roy Hall at once;
* Pre-registration is required at least 24 hours in advance and each family must check-in at the Reception Desk upon arrival.
* Families must go directly to Roy Hall. Other than use of the second floor bathrooms, wandering through the rest of the building is not permitted. Families must exit through the door at the Reception Desk. Note: the water fountain at the entrance to Roy Hall will be turned off.
* Each section of Roy Hall will be set up with a table and 6 chairs for use by the families. Families need to bring their own equipment (toys, games, etc) as well as food. Note: the storage areas will be locked such that the equipment cannot be accessed;
* After each session, Roy Hall will be cleaned by the Facilities Management staff
* Other relevant points from Sections I-VII above should be incorporated into these guidelines.

Other Considerations:

* The Counseling Center: For now, TCC is seeing patients virtually. At such time as patients would be seen in person, we will need to establish appropriate guidelines;
* Souper Saturday: We need to work with Souper Saturday to determine their plans for the fall and going forward;
* Deacons: For now, the Deacons are not doing Clothes Closet. However, if that were to change, we would need to develop Guidelines. Also, we will need to work with Deacons as to how they intend to handle Angel Tree and a possible Christmas Party.