

ADVENT SMALL GROUP MEETING PROTOCOL draft-7

**For those that are vaccinated, we still ask you to mask and follow all these protocols.

** Everyone is asked to self-monitor for symptoms of fever, cough, or shortness of breath. Please stay home if you are experiencing these symptoms.**				
3 days before a small group schedules a meeting, notify Harriett of the number of people involved. Harriett will assign a room and schedule disinfecting fogger afterward.				
Purpose	Location(s)	# people limit	Rules for assembly	Supplies and Sanitation
Sanctuary or Orinson Hall (i.e. Funerals, Baptisms, Handbell rehearsals, online service broadcast, meetings, social events, etc.)	Sanctuary, Restrooms and Narthex OR Orinson Hall and Bathrooms.	25 maximum (or the max per NC rules, whichever is less) where 6' social distancing is possible.	<p>Each attendee signs Symptom Screening Checklist.</p> <p>All are asked to mask except</p> <ul style="list-style-type: none"> ▪ leader speaking at the lectern, ▪ very young children, ▪ adults with asthma or other breathing disorder. <p>All are asked to maintain 6' social distancing.</p> <ul style="list-style-type: none"> ▪ Parents of young children are expected to be vigilant in helping children observe this rule. ▪ Family /groups who shelter together may sit in the same pew. ▪ To maintain distance, every other pew must remain empty. ▪ No singing. ▪ If communion is planned, pre-arrangements must be made and method used as prescribed for worship (use of prepackaged elements is recommended.) 	<p>Before event:</p> <ul style="list-style-type: none"> ▪ Check & refill hand sanitizers at each door and in pews (where used.) ▪ Check & refill soap dispenser in restrooms. ▪ Set out supply of masks for guests. ▪ Set out tissues in pews to be occupied. ▪ Disinfect any religious objects that were not fogged. <p>After event:</p> <ul style="list-style-type: none"> ▪ Wipe down doors, doorknobs and any “high touch” surfaces with disinfectant. ▪ Harriet will schedule disinfecting fogger.
Any small meeting	Classroom	4 maximum (or the max per NC rules, whichever is less), with 6' social distancing	<ul style="list-style-type: none"> • Each attendee signs Symptom Screening Checklist. • Masking and 6' social distancing. • Wear impervious gloves when counting. 	<ul style="list-style-type: none"> ▪ Use hand sanitize at the door as you enter. ▪ After event: wipe down doors, doorknobs and any “high touch” surfaces with disinfectant.
Preparing food	Kitchen	6 people with 6' social distancing	<ul style="list-style-type: none"> ▪ All existing Advent kitchen rules must be followed. ▪ Each attendee signs Symptom Screening Checklist. ▪ Masking and 6' social distancing. ▪ Follow handwashing, cleaning and disinfecting rules. ▪ Turn on the main exhaust hood over the range and oven (light-switch overhead, inside hood) ▪ Turn on the exhaust hood over the dishwasher (switch behind and above DW) ▪ Roll open the windows at the service counter and dishwasher for additional airflow. ▪ Consider standing outside the kitchen to work at the counter for better distancing. 	<ul style="list-style-type: none"> ▪ WASH HANDS with soap for 20 seconds upon entering kitchen. ▪ WEAR GLOVES if you will be handling food. Replace gloves: <ul style="list-style-type: none"> • If you touch your face or your mask. • If you touch contaminated surfaces (such as your phone, condiments, equipment or controls that have not been disinfected) • If you are doing a different task • At least every 4 hours ▪ CLEAN & DISINFECT food prep surfaces & frequently touched items before and after kitchen use.

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Purpose	Location(s)	# people limit	Rules for assembly	Supplies and Sanitation
Any small meeting	Parlor	8 people, with 6' distancing	<ul style="list-style-type: none"> Each attendee signs Symptom Screening Checklist. Masking and 6' social distancing. 	<ul style="list-style-type: none"> Use hand sanitize at the door as you enter. After event: wipe down doors, doorknobs and any "high touch" surfaces with disinfectant.
Any small meeting	Gathering Space	15 people (or the max per NC rules, whichever is less), with 6' distancing	<ul style="list-style-type: none"> (same as parlor) 	<ul style="list-style-type: none"> (same as parlor)
Any small meeting	Campus Min. Room	15 people (or the max per NC rules, whichever is less) with 6' social distancing	<ul style="list-style-type: none"> Each attendee signs Symptom Screening Checklist. Masking and 6' social distancing 	<ul style="list-style-type: none">