

# GUIDELINES

## Inside Events at the Church

1. No one with a fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the building.
2. All meetings must be scheduled with the Church Administrator (Missy France) and added to the church calendar.
  - A. Meetings inside the church are allowed on Mondays, Wednesdays and Fridays.
3. Meetings are allowed in the Upstairs Fellowship Hall, the Upstairs Large Conference Room, and the Upstairs Small Conference Room.
  - A. Each room will have an established capacity and meeting participants may not exceed capacity.
  - B. Each room will only be used once a day.
4. Participants must wear face coverings over their mouth and nose at all times when in the building.
5. Participants use hand sanitizer when entering and leaving the building.
6. Participants may only be in the assigned room and are not to use any other room.
7. Participants must be at least 6 feet apart at all times (this is particularly important when participants are entering and leaving the meeting room as we tend to get closer to each other – this is a new protocol and we all need to be mindful/diligent)
8. No materials are passed to or between any participant – everyone brings their own paper and materials.
9. Attendance must be taken and recorded for every meeting.
10. Establish a person in your group to ensure compliance with the guidelines
11. Time meetings to minimize need to use the bathroom. If use of the bathroom is required, only one person should be in the room at a time.
12. No sharing of food or drink – participants may bring their own water.