



FIRST CHURCH  
A UNITED METHODIST FAMILY

## Opening the Buildings to Small Groups

(rev. 9-22-2020)

- The followings rooms will open at each campus on 10/5/2020:
  - West Campus – Great Room limited to 30 persons & Room #105 limited to 6 persons
  - Downtown – Brady Hall limited to 30 persons & Room #203 limited to 6 persons
- Group must be affiliated with church ministries or comprised of members/regular attendees.
- Sports groups will be allowed if they can adhere to the mask and distancing guidelines. No contact sports!
- Groups may be limited to one per day at each location or by cleaning schedule.
- Group must register and schedule through the main office.
  - Tables and chairs can be requested and will be set up by church staff prior to the meeting.
  - ZOOM option for connecting with others not coming to building may be possible with arrangement through church office; group must provide through own device (e.g., laptop, tablet).
- Group leader must sign a verification that that they have received, reviewed and will abide by the guidelines for building use.
- Groups must adhere to wearing face masks at all times and using the 6' distancing guidelines for anyone not living in the same residence. For children age 5 and under, masks are highly recommended.
- If anyone in a group is experiencing any symptoms of COVID 19, they should not attend.
- Groups will be responsible for keeping a list of attendees (name and at least one contact method) for contacting their own members if someone becomes ill. This list will be provided to the office after each meeting.
- Groups must notify the church office if someone in their group using the building tests positive for COVID.
- Entrance doors, doors to Brady Hall, and bathrooms (where feasible) will be propped open or opened by a group member to avoid multiple people having to use the keypads or door handles.
- Groups will not pass around anything (sign-in sheets, books, etc.) and will take everything that they brought in with them or deposit it in the trash cans.
- There will be no self-serve coffee, water pitchers or open food items allowed. Groups may bring in drinks with closed lids, water bottles, single serving snacks or boxed meals.
- Children must remain with their parent at all times
- Hand wipes, pump sanitizer, and spray sanitizer will be available on tall table at the entrances and in the rooms listed.
- After a group leaves the buiding, surfaces will be cleaned and sanitized by custodial staff.
- Continuation of access will be regularly evaluated by staff based on adherence and outcome of these guidelines.

