

# Use of Grace Church Facilities in Time of Covid

Rules for Use, Approved by the Elders on July 21, 2020

## **Introduction**

We believe that the larger mission of Christ's Church can be aided by making facilities available for various individuals and groups to meet together outside the contexts of their neighborhoods and homes. During this time of Covid we do believe some limitations need to be put in place, especially for the use of indoor, enclosed meeting spaces. But we believe there are ways to utilize some of the church facilities that would be of benefit that can now be done with a reasonable degree of safety and thus we will begin allowing limited use of the Church facilities.

The below rules are for indoor use of the church building only, they do not apply to groups meeting outdoors or off property. The rules below are structured around type of room and size of group. For each type of room and size of group we have determined what, if any, uses can be carried out within a reasonable degree of safety, and then put in place a series of required practices that each group must honor to uphold our health and safety standards. Any groups within the Grace community that are willing to abide by these practices can be allowed to use the facilities. Outside groups can, on a limited basis, also be allowed to use the facilities if they agree to those same practices. With the limited number of rooms that are currently available we do want to give priority to Grace related groups, so we will need to limit the number and frequency of outside groups.

## **General Parameters for All Facility Use:**

- **Scheduling** – All use of church facilities MUST be scheduled in advance. This is to assure that each group is fully aware of current procedures, that events do not overlap in ways that would overcrowd entry ways and restrooms, and that proper cleaning can happen before and after facility use. This includes groups and individuals meeting in the building, as well as any groups using the parking lot or outdoor facilities that desire to access restrooms in the building. All usage should be scheduled with Pastor Mark.
- **Building Access** – Group leader will be given an access code to get in the building. That should not be shared with others. Access to the building is only granted for the scheduled time of the meeting as well as some time before and after for set-up and tear-down. If you desire prior day access that must be specifically requested and may not be possible with the cleaning schedule.
- **Social Distancing** - All groups meeting anywhere indoors in the church building must follow social distancing protocol, which means families should be 6 feet from each other when seated, or otherwise stationary for an extended period of time. Those waiting in a line or otherwise congregated indoors should maintain 6 feet between others.
- **Masks** – Masks are required at all times when in the church building, or waiting to enter the building, including when moving through the building as well as all meetings. Fully masked means having a face mask that covers both mouth and nose. The only exceptions are:
  - Children under 2 should not wear masks.
  - Staff or workers in the building in areas where they will not be in contact with others outside their own family (if staff or workers will be in areas of the building where others are meeting they should wear a mask)
  - If a group is using the gym and has a single person speaking from on the stage and no seating in front of the stage, that person may remove their mask to speak.

- If someone in the gym is leading singing or otherwise would prefer to lead from off stage without a mask they must be behind the protective plexiglass shield.
  - Note that Those speaking or leading in rooms others than the gym must remain fully masked at all times due to the close nature of those rooms.
- **Health Check** – All those attending a group or meeting in the church building should be provided our standard health check questions below and everyone in the group should review them on the day of the group meeting to agree to stay home if any of the below are true:
    - Those who are at higher risk for severe illness from COVID-19 (older adults and people of any age who have serious underlying medical conditions), should seriously consider the wisdom of attending the group or whether they should stay home.
    - If you have come in close contact with anyone that has tested positive for COVID-19 within the last two weeks, please stay home and quarantine for the recommended time.
    - If, in the last 72 hours, you have had a fever over 100.4, please stay home.
    - If, in the last 72 hours, you have any symptoms below that are new or not attributable to an existing condition, or if you are not feeling well, please stay home.
      - Cough, Shortness of Breath, or Difficulty Breathing
      - Sore Throat
      - Chills or Shakes
      - Muscle Ache or Headache
      - Loss of sense of Taste or Smell
  - **Entry / Exit** – Please use main lobby entrance or ramp entrance (gym entrances if using gym)
  - **Restrooms** – Please only use first floor restrooms, and only one person in each restroom at a time
  - **Food and Drink** – No served food or drink is allowed at this time, however people are allowed to bring their own food and drink that will not be shared with others. Masks may only be lowered to partake of food or drink when the person and all people around them are seated a safe 6 feet from each other. Mask must be put back on as soon as eating or drinking is concluded, or if anyone comes closer than 6 feet.
  - **Rest of Building** – Please restrict your use of the building to the room(s) you have reserved along with hall and restroom closest to that room. Unless specific permission is given, the basement and second floor should be considered off limits (this is to limit cleaning)
  - **Attendance** – Attendance should be taken at all events to enable contact tracing if someone should get sick in the days immediately following any event. Attendance should be sent to Pastor Mark at the conclusion of the event (can be sent via email or text, can be a photo of an attendance sheet, including date of event and name of group)
  - **Cleaning** – All facilities used by any group will be cleaned between uses. For groups internal to Grace the cost of that is already figured into the church budget. Outside groups may be billed for cleaning. Also note that since the entire facility needs to be cleaned prior to Sunday Worship that some Saturday times may be unavailable for use to facilitate cleaning for Sunday.
  - **Subject to Change** – As general health guidelines and local community practices change; we may update these guidelines at any time. Also be aware that if there is a local spike in illness, we may need to cancel previously scheduled events to assure the health and safety of our people and the community around us. If you have any questions as to best practices or the appropriateness of any event please contact Pastor Mark or one of our staff.

### **Gym - Larger Group Meetings (50-100 people)**

- **Set-up** – The gym is currently set up for Sunday Worship with chairs distanced by family units all facing the central stage. Groups that wish to use a similar set-up can use the gym in this configuration. Some adjustment of chairs is allowed, but overall layout should not be adjusted, and all chairs should be returned as they were found. (please photograph area on arrival and return area to the same layout before leaving)
- **Sound and Video** – if sound or video is needed Bill Batdorf MUST be contacted in advance. No projectors, computers, soundboards or other electronic equipment in the room may be used without the direct, specific and advance permission of the tech team. Sound and AV equipment should not be moved or removed from the room and should be protected at all times.
- **Gym Doors** – You are encouraged to use external gym doors for entry and exit, and to prop those doors open for airflow when possible.

### **Gym – Smaller Group Meetings (15-50 people)**

- **Set-up** – Smaller groups are welcome to circle chairs, in a distanced way, on one side of the gym to meet as a group. They may also gather around a few small round tables as long as they do not move into / interfere with the tech area in the center of the room. All other gym guidelines above apply, including putting chairs back as they were found.

### **Gym – Meals, Sports and Other Uses (Temporarily Unavailable)**

- **Gym Set for Worship** – at this time the Gym is being used as the primary worship venue for Sunday's and thus has stage and technical set-ups that are not currently designed for portability. For this reason, NO SPORTS are allowed in the gym to prevent damage to equipment. We are also not allowing larger group meals or other events that would necessitate major changes to the layout of the gym.

### **Fireplace Room – Small Groups or Committees (3-20 people)**

- **Set-up** – chairs can be set up in rows or circles, or around tables ... in all cases they should be set with social distancing in mind.
- **Tech** – The TV in the fireplace room and church laptop can be used, see Pastor Mark for access and instructions. The computer can be set up to provide for Ring Meeting so people can join the meeting that are not able to attend in person.

### **Fireplace Room – 1 on 1**

- **One on One Meetings** – meeting with other individuals are allowed in the Fireplace room. These must still be scheduled in advance. Please social distance and wear a mask.

### **Other Classrooms (Not Regularly Available)**

- **Limiting Spaces for Cleaning** – For the time being we want to limit the number of spaces in the church that need more in depth cleaning on a regular basis, so will limit normal building use to Gym and Fireplace Room. If there is a specific need to use other classrooms that can be discussed with staff. If any other classrooms are used they would follow the guidelines for the Fireplace room and would need to have additional cleaning scheduled.

### **Sanctuary (Temporarily Unavailable)**

- **Please Use Gym** – The Sanctuary is NOT open at this time. Larger groups may use the Gym instead.

### **Response if Someone Diagnosed with COVID-19**

- In general, if someone test positive for Covid-19, all that had close contact with that person within 48 hours of his/her displaying symptoms should be notified of the positive Covid test.
- If that person was at an in-person group within the church within the 48 hours before symptoms began or before diagnosis then Pastor Mark MUST be informed immediately, and he will inform group leadership, as well as Elders.
- Everyone in the group should be notified that someone tested positive.
- If anyone had close contact with the Covid-positive person at the meeting, or if any part of the meeting was in a more confined space where everyone may have had contact, then those people should be encouraged to self-quarantine for 14-day and should not attend meetings in the church building during that time.
- Depending on the number of people in the group who potentially had close contact with the person the staff may decide to cancel that groups use of the building for a period of time.
- Since the CDC is now saying that the virus does not live long on surfaces, and with our standard of cleaning each room before a new group uses it, a positive diagnosis in one group should not necessarily effect other groups that meet in the building.

### **Questions, Comments and Changes to These Rules**

- All rules governing facility usage, as well as health and safety policies, are set by the full Board of Elders of Grace church and are reviewed monthly, or more frequently if needed.
- If anyone has questions or comments on the rules of use please contact Pastor Mark (mbickel@gracebfc.org, 484-788-9026) or any of our Elders.