

# COVID-19 HEALTH & SAFETY GUIDELINES

## Ministry Activities & Events

### INDOORS - CHURCH CAMPUS

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#### PLANNING

When planning your ministry event, please do the following:

1. Submit your event date for review and addition to the **church calendar** to Joie Moore.
2. Submit your event to the **Mission Council and Church Board** for approval.
3. Execute your event according to the **Covid Task Force Covid-19 Health & Safety Guidelines**.

#### BEFORE THE EVENT

1. Ministries may host events in the sanctuary and fellowship hall only. Use of any other space (i.e., mother's room or SAS classrooms is prohibited.) The **number of participants** should be limited to **100** in the sanctuary and **30** in the fellowship hall.
2. All events must be **created on Eventbrite** using the account owned by the church.
3. All attendees must **register for the event** using the Eventbrite generated by the account owned by the church.
4. All events must have at least **2 ministry volunteers** who are trained for and assigned to event **check-in**.
5. All events must have at least **2 ministry volunteers** to usher and seat attendees.
6. **Guidelines should be communicated** (electronically) to all participants (organizers and attendees) in advance of their sign-up and attendance.
7. Ensure that you have **adequate supplies to support healthy hygiene**. Supplies include soap, water, hand sanitizer containing at least 60% alcohol, a way to dry hands (e.g., paper towels, hand dryer), tissues, disinfectant wipes, and masks (as feasible).
8. Encourage attendees to **stay home if they are feeling ill**.

#### DURING THE EVENT

1. Upon arrival, all **participants should be checked in** using Eventbrite.
2. Require that staff and attendees **wear well-fitting masks** that fit completely over their noses and mouths. Plan beforehand for how compliance will be monitored and ensured.

3. Encourage attendees ahead of the event to **bring and use masks** at the event. You should **have masks on hand** to provide to staff and attendees who do not bring their own. Masks are available at the church.
4. Remind attendees to **stay at least 6 feet away** from people who don't live with them upon arrival.
5. **Discourage** attendees and staff from **greeting** others **with physical contact** (for example, handshakes). Include this reminder on signs about physical distancing.
6. **Discourage sharing** items between households.
7. Require staff and attendees to **wash their hands frequently** (for example, before, during, and after taking tickets, or after touching garbage) with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
8. If soap and water are not readily available, staff and attendees can **use hand sanitizer** that contains at least 60% alcohol and rub their hands until dry. Hand sanitizers should be available and properly signalized in designated areas.
9. Frequently touched items should be **sanitized**.

## **AFTER THE EVENT**

1. Ensure all areas have been **cleaned and sanitized** as required by the church.

## **CONTACT TRACING**

If you become aware that an event attendee may have **exposed other attendees to Covid-19**, please take the following actions:

1. Contact the church to report the possible exposure.
2. Contact all those who were in attendance and advise them that it has come to our attention that they may have been recently exposed to COVID-19.
3. Encourage them to be tested for the COVID-19 virus and/or see their medical professional.
4. Encourage them to self-quarantine for 14 days from the day they were exposed to the virus.