

Protocols and Procedures for Memorial UMC Facility (June 17, 2021)

UPDATES IN BOLD

As we begin to once again open our facility for gatherings, we have sought best practices from the CDC Health guidelines and other churches. We have taken into account the normal usage of our church facility before COVID, and we have the following procedures, protocols and recommendations.

Groups not under the umbrella of Memorial UMC ministries will be required to submit a plan for compliance with these guidelines.

All of these protocols are subject to change as we receive guidance from the Texas Health Department, medical professionals and the CDC.

DESIGNATED POINT PERSON

Each group must have at least one designated point person for each gathering. Point people are responsible for health checks at the doors, directing traffic and making sure protocols are followed. At least one person's name and contact information must be on file with the church before a gathering is allowed to take place.

NON-CHURCH ORGANIZATION GATHERING PLANS

- All non-church organizations need to submit their plan for adherence to these church protocols including
 - how you will provide for physical distancing,
 - how you will comply with mask rules,
 - designated point people,
 - entry procedures
 - how they will do contact tracing
 - how you will communicate food and drink policies

IF AT ANY TIME, YOU DO NOT WISH TO COMPLY WITH A POINT PERSON'S REQUESTS OR ARE IN VIOLATION OF THESE PROCEDURES, YOU WILL BE ASKED TO LEAVE THE BUILDING. THIS IS FOR YOUR SAFETY AND FOR THE SAFETY OF OTHERS.

A "household" is: 1) anyone you share a home with, 2) anyone you spend time with or travel with unmasked.

ENTRY MINIMUM PROCEDURES

Your organization must designate a single entry point with a health check at it (temperature and symptom screening). Every person must wear a mask when entering the building. Please have extra masks on hand for those who do not have one (we suggest you have both adult and kid sizes).

PHYSICAL DISTANCING

Please set up your space so that you maintain a 6 foot distance between people of different households **that are not vaccinated. Vaccinated individuals should maintain a reasonable distance (3 feet recommended) when inside.** We have recommended maximum occupancies for various rooms. If you expect more people to attend your event than a current space allows, we will ask you to move to a different room. If you max out our largest spaces, we will ask you to limit attendance at your event.

FACE COVERINGS

Masks (not bandanas or gaiters) are **REQUIRED** in the building at all times **for people who are not fully vaccinated (2 weeks beyond your final shot)** until we have further guidance. **We REQUEST that masks be worn by people who are fully vaccinated for COVID-19 when moving through the building. Once you are seated you may remove your mask.** We will provide posters with correct mask usage, and point people should enforce this.

HYGIENE

Handwashing is **strongly** encouraged, and hand sanitizer dispensers are located throughout the buildings. **Be aware of others in the bathroom so as not to overcrowd.** Water fountains will not be available at this time. After your event, YOU are in charge of sanitizing high-touch surfaces (door handles and frames, light switches, backs of chairs) before you leave the building. You **MUST** use a cleaner that is labeled 99% effective for killing bacteria and viruses (like Lysol). Please **DO NOT USE** straight bleach on surfaces, especially fabrics—your group will be liable for damages caused through cleaning. **We request that different groups allow a period of time between events in any space to allow for a full air exchange. Time required will differ by room.**

IF SOMEONE IS EXHIBITING SYMPTOMS

If someone begins to exhibit symptoms during your event, please isolate them in either the choir room (front of the building areas) or we will assign you

an isolation room in the back part of the building. They should remain in isolation until they can safely leave the event. All attendees should be notified.

CONTACT TRACING

Your group will need to inform us of how you will do contact tracing. All of your attendee lists can be kept within the group and confidential (we don't need to see them). If someone from the group becomes symptomatic or tests positive within 48 hours of an event or meeting, the group leader or point person(s) should be informed and all attendees should be notified. The church should also be notified immediately.

COMMUNICATING PROCEDURES

This document, along with your plan, must be signed and sent back to the church. We hope that you will consider sending it to all of your members and having it available at any given meeting.

FOOD AND BEVERAGES

We ask that you only allow individually packaged food and drinks at this time. That means no communal coffee or water—you can bring your own in a sealable container (bottled water or other beverages with lids). **Eating outside is still preferred.**

By hosting a gathering at Memorial UMC, you acknowledge the contagious nature of COVID-19, the inherent risk of public assembly, and the possibility that you or your participants may be exposed to or infected by COVID-19 at Memorial UMC. If you are unable to accept these risks, do not host your event.

Signature

Date

Printed Name

Organization