

Otterbein United Methodist Church **COVID-19 Group Meeting Plan**

The leader of a group that desires to meet in the church building while there are governmental restrictions on group meetings must contact the Church Secretary and complete an **Application for Facility Use** form. The form must be returned to the Secretary prior to the meeting date and time so a room can be assigned. The Trustees have determined the room capacity for each meeting room based on CDC social distancing guidelines. The Secretary will assign a room and an entrance/exit for the Group to use. The Group Leader will also need to make arrangements to receive a door key if he/she does not already have one.

On the date and time of the meeting, all members of the Group must follow these guidelines:

- Enter through the prescribed exterior entrance/exit door. The Leader will either remain at the exterior entrance/exit door or assign a group member to the door to open and close it as members arrive and depart to minimize potential virus exposure to group members. The classroom door (if applicable) must be propped open by the Leader to minimize the contact with the door handle.
- All group members must wear face coverings before entering the building and while in the facility. If a member does not have a face covering, the Leader may provide one to the member from the basket of face coverings located outside the Library.
- All participants must observe social distancing at all times as defined by the CDC.
- Participants must only use the men's and women's restrooms located in the Day Care hallway and the exterior door must be propped open to minimize potential exposure to group members.
- Participants must observe hand washing and sanitizing guidelines as defined by the CDC.
- The Leader of the Group must complete a sign in sheet recording the names of all Group members in attendance. (Do not pass the sign in sheet to minimize contact with others). The Sign in sheet must be returned to the Church Secretary at the conclusion of the meeting. Please place it in the basket on the table outside of the Library.

The Application for Facility Use and the Sign in Sheet for each group meeting will be kept in a binder in the Secretary's office. In the event any group member is diagnosed with COVID-19, each member of the group will be notified. They will be encouraged to seek medical attention.

The Church Custodian will be notified by the Church Secretary concerning each approved Group meeting so the Custodian can sanitize the room(s) utilized.

It is recommended that participants bring their own facial tissues and hand sanitizer to minimize contact with others. Also, anyone experiencing symptoms of the flu, a cold or COVID-19 is asked to remain at home until the symptoms subside.