

**Arlington Temple United Methodist Church**  
**COVID-19 Re-opening Guidelines for Small Group Meetings**

Starting August 15, small groups may return to meeting in person at ATUMC with authorization from the church office.

**BUILDING USE POLICY**

- All meetings will be held in the Fellowship Hall and limited to 35 individuals or fewer.
- Only one meeting will be scheduled in the Fellowship Hall per 24 hour period (e.g. meetings may be held on Monday evening and Tuesday evening but not Tuesday during the day.)
- Doors of Fellowship Hall will be left open between meetings to allow for air circulation.
- Groups will use downstairs restrooms only.
- Church is professionally cleaned on Monday, Wednesday, and Friday.
- Signs will be posted at the church entrance by ATUMC: “No one with fever or other symptoms of COVID-19 or known exposure to COVID-19 in the last 14 days may enter.”
- Groups without previously scheduled meeting times must make arrangements with the church office to reserve their space and time.
- A Healthy Church Team representative will be present at the beginning of the first meeting of each group to ensure that masks are worn, distancing is observed, and Health Acknowledgement Forms are collected (see requirements below.) The HCT representative will also do random checks every few weeks thereafter to ensure requirements continue to be observed.

- After the first meeting of each group, the ATUMC Office Manager and/or Chair of Trustees will review security camera footage of the end of the meeting to ensure that surfaces are wiped down. They will also do random checks in this manner every few weeks afterwards.
- Office Manager will hold on to submitted cleaning checklists (see requirements below) for at least three weeks.
- Building use privileges are subject to change based on adherence to rules, guidance from health or denominational authorities and/or changes in church policy regarding COVID-19.

## MEETING REQUIREMENTS

- 6+ feet of social distancing must be observed at all times. Group leaders will arrange seating ahead of time to provide for appropriate distancing.
- Group leaders may decide to require pre-registration for meetings, or to turn people away when the maximum number of attendees (providing for distancing) has been reached.
- Group leaders will be responsible for monitoring foot traffic in and out of the building to ensure social distancing is observed. Only group leaders and attendees may enter the building.
- Masks are required at all times inside the church building. If someone will not comply, the meeting must end.
- Food and beverage may not be served or consumed inside the church at this time.
- Meeting attendees are required to submit Health Acknowledgement Forms to a group leader at the door for each meeting they attend. This group leader will hold on to the forms for the purpose of contact tracing if necessary. Forms are available from the church office.

- High-touch surfaces including but not limited to chairs, tables, door handles, light switches, and faucet handles must be wiped down after each meeting (including in restrooms if used.) ATUMC will provide disinfecting wipes and a cleaning checklist. A signed checklist must be left in the Fellowship Hall for collection by Office Manager.
- When possible, limit use of restrooms to one person at a time. Everyone must wash hands after using the restroom.
- Smoking is not permitted on church property before, during, or after meetings.
- After the first in-person meeting, the group leader must contact the church office to confirm that protocol was followed, report if any part of the protocol was not consistently followed, and/or discuss any need for adjustments. After subsequent meetings, the group leader must contact the church office only if there are issues with consistently following protocol.

**If there is a case of potential COVID-19 exposure at a meeting:**

- Group leaders must be prepared to contact everyone who attended the meeting to let them know.
- Group leaders must notify the church office immediately and provide copies of all Health forms to the pastor/church office.

We understand the guidelines set forth on this form and accept that if said guidelines are not followed ATUMC reserves the right to revoke meeting privileges. We also understand by signing this form ATUMC is not liable if anyone is exposed to or contracts COVID-19 while using our space.

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Name of Group Leader

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Signature:

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Date