



Plan for In-Person Small Group/Events Gatherings (Food Option Added)

Franconia United Methodist Church plans to offer the ability for in-person gatherings for mission projects, small group ministry, and meetings

Indoor in-person gatherings will be limited to no more than 25 persons, or the maximum that can be accommodated in the meeting space using appropriate social distancing (whichever is less) and to only Franconia UMC ministries. We continue to encourage ministry areas to make use of Zoom and other social media when possible, recognizing that it is still the safest option and will allow vulnerable individuals to participate. Ministry leaders will need to determine when they feel it will be most beneficial for the members of their small group or ministry area to meet in-person.

Children and Youth: Children and Youth of all ages will be permitted to meet for in-person activities. Parents/guardians can determine if their child(ren) can comply with all protocols that are required.

Location: Group leaders are responsible for determining appropriate rooms that provide adequate social distancing to accommodate group sizes.

Meeting Approval: Ministry Leads will contact the Church office to complete the building use form. Completed building use forms should be submitted to the Office Manager, who will schedule meetings after checking the church calendar, ensuring meeting feasibility. Ministry Leads are responsible for communicating guidelines to those who will be attending the gathering and for keeping a roster of all who attend. A copy of the attendance roster should be submitted weekly to the Office Manager for central retention.

Health Assessment: Each person, prior to attending a meeting, small group, or ministry event, either fill out the online Health Acknowledgment Form (www.evc.vaumc.org/home) or complete Entry-way Health Assessment upon arrival. The online form should be completed at least 24 hours in advance of the scheduled event, and it is good for only one week.

No person will be allowed to attend an in-person gathering if:

- He/she has a fever with a temperature of higher than 100.4
- He/she has had two or more symptoms of COVID-19 in the last 14 days; or
- He/she came in contact with anyone else with COVID-19 symptoms in the last 14 days; or
- He/she has symptoms of COVID-19 and he/she is waiting for the results of a test or is waiting for the symptoms to subside to the point of being recovered; or
- He/she tested positive for COVID-19 and is still suffering from COVID19.



During In-person Gathering:

- All persons must wear a non-vented face-mask or face-covering that covers their mouth and nose for the prevention of spread to others. This is required for outdoor gatherings as well. Failure to keep on face mask/face-covering will result in the person being required to leave.
- Each person or family group must follow physical social distancing guidelines, staying 6 feet or more away from others. Leaders should facilitate this by placing chairs or marking locations where people will be sitting/working.
- There should not be shared materials or equipment.

Food can be part of a small group event/meeting if following guidelines are observed: Cokesbury Hall or Stage Room are the only areas in which food will be served. For round tables: Only one family or individual will be seated per table. For rectangle tables: Either one family per table or two individuals will be seated at ends of tables. There must be a minimum of 6 feet between families and individuals. Masks should be worn at all times unless eating, seated at the table. Individual prepackaged food or catered food that is easily divided for distribution will be served. A minimal number of gloved and masked volunteers will serve the food. There will be no self-serve. Disposable plates and utensils will be used. Social distancing and masking will be maintained while standing in line to receive food. Whenever possible, eating outside is the safest option, but serving guidelines still need to be maintained.

Cleaning:

- After the activity, ministry leads are responsible for ensuring that all high-touched surfaces in the meeting area are wiped down with the appropriate provided cleaning/sanitizing materials.
- Custodial staff will be cleaning the building three times a week. This is not a substitute, however, for cleaning of high-touched surfaces at the end of a meeting or event.

Submitted by Franconia United Methodist Healthy Church Team

Date: June 30, 2020 Updated: February 24, 2022