

Covenant Lutheran Church

2019 Novel Coronavirus (COVID-19) Guidelines

For

Facility use by Covenant Members, Small Groups or Individuals

Effective September 15, 2020

This form must be filled in and printed or sent to the church office via email Send to covlutheran@covluth.org. Once we receive the request, we will be in touch to let you know if it's been approved or not.

All small groups and individuals entering Covenant Lutheran Church and using the facility shall follow the following Covid-19 Small Group Facility Guidelines.

These guidelines are in place to help us and our church community members address best practices in protecting the health and safety of all who enter and use this facility. Our priority is to reduce the risk of transmission by applying mitigation strategies prescribed by local, state, federal and CDC Guidelines.

- All visitors, groups and individuals are required to fill out a building usage request form. This is located on the Covenant Lutheran web site - www.covluth.org
- Each group shall designate a "contact person" who will be responsible for communicating with the church office and ensuring individuals, in the group, adhere to all Small Group Guidelines.
- All visitors, groups and individuals are asked to contact the church office, in advance of a group gathering, to receive their assigned entrance and exit information. The group "contact person" may do this and communicate the information to the group members.)
- All visitors, groups and individuals are required to wear a face covering (mask), practice social distancing, and adopt/maintain healthy hygiene practices (wash hands for at least 20 seconds and/or use hand sanitizer).
- All visitors, groups, individuals shall be screened by church staff or the designated "contact person" for Covid-19 symptoms upon arrival and asked to use hand sanitizer.
- Visitors, groups, and individuals who are ill or exhibiting symptoms of COVID-19 are asked to stay home and contact their nearest healthcare facility for further information.
- Individuals and groups shall occupy only their designated area or room.
- Restrooms closest to the meeting space will be designated by the church office staff. Only one person, at a time, may use the restroom.
- Only one person may be in the elevator at any time. It is advisable to use hand sanitizer before and after entering and exiting the elevator.

Responsibilities of the designated “contact person”.

1. Coordinate which entrance and exit are to be used with the office staff and communicate it to the group.
2. Receive information on which restrooms are to be used.
3. Ensure the number of people in the group does not exceed state and local guidelines.
4. Screen group members entering the facility for illness or who are exhibiting COVID-19 symptoms.
5. Ensure hand sanitizer is used upon entering.
6. Ensure everyone who enters is wearing a mask.
7. Limit the number of objects people, in the group, touch.
8. Responsible for turning lights on and off.
9. Responsible for opening and closing doors and windows, so others do not touch surfaces.
10. Documentation. Keep a record of people present and where they sat.
11. Encourage people to use hard surfaces instead of upholstered surfaces for cleaning purposes.
12. Encourage people to stay in their space and not use or touch multiple areas of a room.
13. Immediately contact the church office staff, Pastor Sara and health officials if someone in the group becomes ill with symptoms of COVID-19, while on the premises, or after being in the facility.
14. It is advisable to leave a note for the custodian, in the room that is occupied, letting him know what areas of the room people used, so he is aware of the areas to clean and sanitize. (Example) When using the Koinonia room, if only the hard surfaces like the table and chairs are used and not the soft furniture please note this.

Additional Information:

- All visitors, individuals, and groups are asked to contact the church office or Pastor Sara, if they become ill with COVID-19 and have been in the facility.
- The water fountains are not currently accessible.
- The kitchen is not accessible for use.
- If food is offered at any time, consider pre-packaged options. Please encourage people to bring their own water bottles, drinks, meals, or treats.
- Please be aware of the ventilation in the room or area. If the air conditioning is not on – please open a window and leave the doors open. Please close the windows when you leave.
- Use the out of doors as a meeting place, whenever possible.

As we respond to the COVID-19 Pandemic we want you to know that Covenant Lutheran is committed to move through the phases of re-opening with care, compassion, and faith.

We appreciate your support in adhering to these guidelines, as we continue to work together during these unprecedented times. Please remember that other individuals and groups use this facility and we must depend on each other for our continued good health and wellbeing.

NOTE: These guidelines may be amended, at any time, due to changing circumstances.

Thank you,

Covenant Lutheran COVID 19 Task Force

This form must be filled in and printed or sent to the church office via email Send to covlutheran@covluth.org. Once we receive the request, we will be in touch to let you know if it's been approved or not.

Dear Member:

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. As a result, federal, state, and local governments and agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. We are doing everything we can to be compliant with all regulations and ensure your safety. We have put in place preventative measures to reduce the spread of COVID-19, but we cannot guarantee that you or family members will not become infected with COVID-19. By participating in programs, services, and activities of Covenant Lutheran Church, you agree to the following: On behalf of yourself and your children, you hereby release, covenant not to sue, discharge, and hold harmless Covenant Lutheran Church, its employees, agents, and representatives, of and from all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating to your participation in our programs, services or activities. You understand and agree that this release includes any claims based on the actions, omissions, or negligence of this organization, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any such program, service or activity.

Member/Contact Person Name: _____

By filling in my name I agree to abide by all aspects of these requirements.

Date: _____ Email address: _____

Names of Participants in Attendance:
