

Saint Andrews United Methodist Church
Reopening Policy & Procedure - Small Groups
March 11, 2021

Purpose

The purpose of this policy and procedure is to provide our members and guests opportunities for small group meetings both inside our SAUMC Family Life Center and outside on the church grounds using best practices to minimize the spread of the Covid-19. Compliance with this policy and its procedures must be observed at all times in order to continue such meetings.

Areas available for meetings on church grounds include:

- Front Porch and Outdoor Entryway of Main Building
- Portico of Family Life Center (Sundays after 1pm)
- Parking Lot (Sundays after 1pm)
- Meditation Path

Groups meeting on church grounds must comply with the following:

- Designate a SAUMC member as the leader who will ensure guidelines are followed.
- Arrange meeting time and space through the Church Office. Attendance Sheets will be available to Leaders at time the meeting is arranged.
- Attendance sheets will be completed with name and phone number of attendees. Completed sheets should be submitted to Safety Task Force to allow contact tracing if necessary. Text a photo to 919 270-8876 or email to irissenzig@gmail.com.
- All attendees must wear a mask and maintain 6-foot social distancing. If a person declines to wear a mask, the designated leader is responsible for asking that person to leave the meeting or end the meeting and disassemble.
- “No Touch” greetings only. Do not engage in handshakes or hugs at this time.
- No buffet-style/self-serve meals or sharing of meals or refreshments. Individually packaged food and beverages are permitted.
- No group singing is permitted at this time.
- Attendees to provide chairs. No church chairs or tables will be used outside.
- Restrooms will not be available for outside small group meetings.
- Any trash or debris generated must be removed and the area must be left ready for the next group.

Group Meetings Inside the Family Life Center

Indoor meetings are allowed only in the Family Life Center. Areas available for meetings inside the Family Life Center are:

- East End of Gathering Hall (use courtyard entrance; beyond music area) up to 25 attendees

- Rooms 4 (10), Room 5 (12) and Room 6 (10) in Education Hall
- Great Room, up to 114 attendees

Small groups meeting inside the Family Life Center must comply with the following:

- Designate a SAUMC member as the leader who will ensure guidelines are followed.
- Arrange meeting time and space through the Church Office. Attendance Sheets will be available to Leader at time meeting is arranged.
- Each designated area inside will have an occupancy rate established consistent with guidelines from NCDHHS during this pandemic time. These rates will be posted in each room and must be adhered to. Room 4–8-10; Room 5--10-12 and 6--8-10.
- Attendance sheets will be completed with name and phone number of attendees. Completed sheets should be submitted to Safety Task Force to allow contact tracing if necessary. Texting a photo of the sheet to (919-270-8876) is acceptable or email photo to irissenzig@gmail.com.
- All attendees must wear a mask and maintain 6-foot social distancing. If a person declines to wear a mask, the designated leader is responsible for asking that person to leave the meeting or end the meeting and disassemble.
- “No Touch” greetings only. Do not engage in handshakes or hugs at this time.
- No buffet-style/self-serve meals or sharing of meals or refreshments. Individually packaged food and beverages are permitted.
- No group singing is permitted at this time.
- Designated Restrooms in FLC will be available for use. Please follow proper hand-washing procedures.
- Any trash or debris generated must be removed and the area must be left ready for next group. This includes wiping down or spraying all surfaces touched with sanitizer provided.
- The following amenities will NOT be available to Small Groups at this time:
 - Kitchen/Ice Maker
 - Coffee Bar
 - Water Fountain
- Childcare will not be available.
- Attendees are asked to bring their own Bibles, study guides, writing utensils, etc. We do not want to share items such as this. Paper bulletins will not be provided.
- Video and audio assistance during meetings will not be available at this time.

Attachment: Attendance Sheet for Small Groups

Policy Approved 3-11-21 by Reopening Task Force

Saint Andrews United Methodist Church

Attendance Record for Small Groups

Meeting Name:	Date	Time:	Room /Site:
Attendee Name	Phone Number	Comment	
Leader's name here...			

- Completed sheets should be submitted to Safety Task Force to allow contact tracing if necessary. Text a photo to 919 270-8876 or email to irissenzig@gmail.com.