

## UMC of Red Bank Building Safety Plan Outdoor Gatherings

In accordance with Gov. Murphy's June 9th<sup>st</sup> Executive Order, church groups may meet outdoors for gatherings, as long as the following guidelines are maintained:

- Groups up to 10 people may gather in our "Outdoor Meeting Room"
- Seats will be set up 6 feet apart - please do not rearrange the chairs
- Masks shall be worn at all times. (please bring your own)
- The church will remain closed, so bathrooms will be unavailable. Please plan accordingly.
- No food or beverages\* may be consumed during gatherings. (\*Note: Water is permitted but please minimize time without mask when drinking.)
- Meetings may be scheduled for one hour, through Sheila Leavitt (see instructions below) to ensure proper setup and sanitation
- Group lead will be responsible for maintaining these safety protocols, and must record attendance, delivering it to Sheila promptly for the purpose of contact tracing if it becomes necessary. See Appendix B for the tracking sheet that must be used.
- Outdoor gatherings are permitted for church affiliated groups only

### Reserving/Scheduling the Outdoor Meeting Room

To reserve the Outdoor Meeting Room for your group, please have your group leader contact Sheila Leavitt at [sleavitt@umcredbank.org](mailto:sleavitt@umcredbank.org), 732-747-0446, or complete the online Room Reservation Form.

### Off-site Group Gatherings

Off-site church sponsored group gatherings are discouraged because of the challenge of sanitation and distancing.

We appreciate compliance with these safety protocols and pray that we might be able to further our ministry without endangering any of our members or their extended families. Thank you in advance.

Issue 1.0

Approved by Church Council on June 22, 2020

## APPENDIX A

### REQUIRED COMMUNICATION TO SMALL GROUPS

Small Group Leaders must reach out to all group participants via email and/or telephone with the following communication prior to their initial participation in in-person small group gatherings.

*During our upcoming meeting, the health of all participants in our small group is of primary importance. For this reason, the following social distancing requirements have been established for our meeting time.*

- *Seats will be set up 6 feet apart. Please do not rearrange the chairs.*
- *Masks shall be worn at all times. Please bring your own.*
- *The church building will remain closed, so bathrooms will be unavailable. Please plan accordingly.*
- *No food or beverages\* may be consumed during gatherings. (\*Note: Water is permitted but please minimize time without mask when drinking.)*
- *Please be aware that to help with scheduling and post meeting clean up, our meeting time will be limited to one hour.*

*We appreciate your compliance with these safety protocols and pray that we might be able to further our ministry without endangering any of our members or their extended families. Thank you in advance.*

## APPENDIX B

### ATTENDANCE SHEET FOR SMALL GROUPS

In the event contract tracing at our church becomes necessary, all small group leaders are required to take attendance at their gathering. The following information should be recorded for each attendee, including the Group Leader, at every small group meeting. The information may be provided to Sheila Leavitt by email or drop in mail box before leaving the meeting.

Meeting Name:

Meeting Date & Time:

Group Leader:

	<i>Attendee First Name</i>	<i>Attendee Last Name</i>	<i>Phone Number Where Attendee can be Easily Reached</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			