

COVID-19 Safety Policy - Internal & External Small Groups Calvary Lutheran Church, Solana Beach, CA

- A. For All Small Groups (defined as 15 or fewer participants):
1. Groups when meeting must follow the most recent state, local, and church guidelines.
 2. Meeting space:
 - a. Signs listing protocols will be posted at all entrances.
 - b. Small groups can only meet inside in Fellowship Hall or the Nursery to better manage effective cleaning on hard surfaces. A sanitation station will be available at the entrance.
 - c. Chairs will be placed on spots marked six feet apart and must not be moved closer. One table will be made available.
 - d. All doors and windows will be kept open and the fan running during the meeting. Air conditioning should not be turned on.
 - e. There will be one door for an entrance and one for an exit. Tape will be used to mark 6 foot distances for possible lines at the door
 - f. The courtyard may be used as an outdoor meeting space, but the six feet limitation must be maintained. Participants may bring their own chairs for personal use.
 - g. Water fountains will be turned off. The kitchen will be closed. Men and women's restrooms will be open but with only one stall open in each.
 3. Conveners will be responsible for cleaning surfaces before and after the event as well as providing set-up.
 4. A binder will be provided for each group which contains the following:
 - a. A sign-in sheet for participants, indicating their name and contact information as well as answers to CDC screening questions. (See attached)
 - b. A waiver form signed by each participant.
 - c. A checklist of Calvary's requirements which will be followed and signed off on by the group leader at the end of each meeting. (see attached)
 5. Social distancing will always be maintained.
 6. Masks are required.
 7. There must be no shared materials. No food and beverages must be present.
 8. Limit of meeting is 1 hour.
 9. Scheduling of space (inside and outdoors) is through the office (Quinn). Space will be limited until Calvary's cleaning schedule is on a more frequent basis.

B. External Community Groups:

1. Community groups must submit their COVID-19 safety guidelines to Calvary for review before they can meet on campus.
2. See additional Calvary guidelines in "A" above.
3. Only adults will be allowed to meet at present.

C. Internal Calvary Groups:

1. Deciding when and how to meet:
 - a. When deciding on how to meet, we encourage group members to come to a consensus about whether they meet online or in person.
 - b. When meeting face-to-face is allowed, individual members of groups are responsible for self-assessing their wellness before participating. (*We encourage people to download the COVID-19 app.*)
 - c. Parents are responsible for assessing the health of any minors living in their household. (*See waiver consent form.*)
 - d. At this point in time, we encourage and support all groups in meeting by Zoom. The convener of a group wanting to meet in person must contact the Office to determine their readiness to take that step.
2. Meeting In-Person On-Campus (**see A. above**)
 - a. A binder will be provided for each group which contains the following:
 - 1) A sign-in sheet for participants, indicating their name and contact information as well as answers to CDC screening questions. (See attached)
 - 2) Note: Temperatures of individuals meeting with groups on campus will be taken at the beginning of the event. The church will provide the thermometer. If temperature exceeds 100°F, the person will not be able to participate.
 - 3) A waiver form signed by each participant
 - 4) A checklist of Calvary's requirements which will be followed and signed off on by the group leader at the end of each meeting. (see attached)
3. Meeting In-Person Off-Campus
 - a. At present, groups of unrelated participants are not to convene inside a private home.
 - b. Groups are encouraged to consider meeting outside over inside (like a park).
 - c. The host is responsible for making sure the meeting location is sanitized and safe.
 - d. Social distancing must always be maintained.
 - e. Masks are required; hand sanitizer must be provided. (Extra disposable masks should be available.)

- f. No shared materials, beverage, or food. (Eating and drinking requires taking off masks.)
- g. Limit of meeting is 1 hour.

Calvary Covid-19 Safety Checklist:

- All touched surfaces will be wiped with sanitizing wipes before the meeting.
- Air flow must be maximized by opening all windows and doors and utilizing fans as available. Air conditioning is to remain off.
- Doors will be kept free from obstruction. There will be separate doors for entry and exit.
- All attendees must wash or sanitize their hands before the meeting.
- All attendees must sign a hold harmless agreement provided by Calvary.
- All attendees must wear face coverings during the meeting.
- All attendees must maintain six-foot social distancing.
- Attendees must disinfect any restroom surfaces that they touch (Protocol to be developed.)
- All touched surfaces in meeting room and restrooms must be wiped with sanitizing wipes after the meeting.
- Windows and doors must be closed and lights and fans turned off after the meeting.

Limited points of access to the campus will be discussed with each group leader to minimize touching surfaces such as railings which would need to be disinfected after the meeting.

Group _____

Leader _____ Phone _____

Meeting Space _____

Date _____