

First United Methodist Church, Charlottesville, Virginia

COVID-19 ERA FACILITY USE BY CHURCH MEMBERS AND SPONSORED GROUPS

Church Members and Church Sponsored Groups must follow all current guidelines, requirements, and/or ordinances of the Centers for Disease Control and Prevention (CDC), Commonwealth of Virginia, City of Charlottesville, Virginia Annual Conference of the United Methodist Church and First United Methodist Church Charlottesville (FUMC) during the COVID 19 pandemic and until further notice. FUMC places highest priority on the safety of its members, guests, and staff, as well as members of the Charlottesville / Albemarle community at large.

BACKGROUND

If the FUMC signs a contract with Charlottesville City Schools to hold preschool in the church, availability of spaces in the church and parking lot will be limited from January 1, 2021 through June 21, 2021. During that time, the city preschool would be occupying the entirety of the FUMC Preschool space, the entire third floor, the Music Suite, the Courtyard Playground, nine parking lot spaces and also the Fellowship Hall during inclement weather. During the entire month of January 2021, FUMC will also be hosting PACEM, and the Fellowship Hall will be unavailable for other uses during that time.

SPACE/ROOM RESERVATION

- A reservation will be required in order to secure a room or other space for use by any group.
- The reservation may be requested by completing the Google Form (preferred method) found here [<https://forms.gle/8a8ag1rQU7Gk7jSC9>] or by contacting the FUMC Office by telephone at (434) 296-6193. Room assignments will be based on room availability and the size of the group. The assignment will be recorded on the church calendar, which is viewable on the church website.
- The requesting person must provide the information listed on the FUMC Room Reservation Form (sample on page 4). The completed Form will be kept on file in the church office.

RULES FOR MEETINGS AND ACTIVITIES INSIDE THE FUMC FACILITY

- Gatherings will include no more than 10 persons with 6-foot social distancing between all persons (excepting those who are in household groups).
- Face coverings over the nose and mouth are required for all persons except those for whom it would pose a substantial mental or physical health, safety, or security risk. For this exception to apply, the person must present a valid, dated document signed by a licensed physician or other licensed or certified health care provider. (Face coverings are not required during eating or drinking or for children under the age of 5 years.)
- Entryway Health Acknowledgement. An entryway *Health Acknowledgement Poster* (example on page 3) will be printed by the church and posted at the Welcome Center entryway. Persons entering the church must read the poster, acknowledge that they can affirm 'yes' to all of the statements on it to a volunteer of the group posted at the door, and provide their name and contact information, which the volunteer will record (sample form on page 5) and the church will keep securely for possible future health department contact tracing. Persons who cannot affirm 'yes' to all the statements on the poster will not be able to enter.

ROOM CLEANING/SANITIZING

- Hand sanitizing stations will be present at the Welcome Center and elevator entrances; however, individuals also need to bring their own personal hand sanitizer.
- Cleaning and sanitizing of meeting rooms and restrooms will be regularly performed by FUMC-employed custodians using generally accepted practices and supplies.
- The church will provide disinfecting wipes and/or sprays in those restrooms available for general use.
- Because a meeting room may be used by more than one group between cleanings by the FUMC custodians, all groups will be advised during the room reservation process to bring their own sanitizing/disinfectant wipes/spray to sanitize the contact surfaces in the room before they meet.

GENERAL GUIDELINES

- **Before gathering**
 - o Communicate to your group that no one in a higher-risk category should take part in person.
 - o Communicate that anyone who feels sick must stay home.
 - o Educate and remind all participants on appropriate social distancing, hand hygiene and respiratory (cough and sneeze) etiquette.
- **As you gather**
 - o Upon arrival, screen all participants for signs or symptoms of possible COVID-19.
 - o Confirm that each participant has a face covering available.
 - o Minimize group size. Small groups of participants should remain 6 feet apart and not share objects.
 - o No guests or visitors who have not been through the pre-gathering protocols and screening should take part.
 - o Have hand sanitizer and disinfecting wipes readily available for use at meetings and other activities.
 - o During program activities, equipment that must be shared should be disinfected before and after each use by someone in the group.
 - o Effective handwashing should be performed before and after each program area use.
- **When you get home**
 - o Avoid contact with higher-risk individuals for 14 days.
 - o Monitor for any signs of illness for 14 days.
 - o Communicate with the FUMC Office should you develop symptoms of COVID-19.

REFERENCES

- *Taking the Next Step: Stage 2 of the Return to In-Person Worship and Other Gatherings. The Technical Assistance Manual for Local Churches.* June 15, 2020; updated through 9 November 2020. [<https://vaumc.org/new-documents-from-return-to-in-person-worship-work-group/>].
- *Restart Scouting Checklist*, Boy Scouts of America, BIN 680-693.
- *Charlottesville City Council Extends Emergency Ordinance to Control Spread of COVID-19* [<https://charlottesville.org/CivicAlerts.aspx?AID=360>].
- Letter from the Virginia Annual Conference Bishop (12/11/2020): Dec10ExecutiveOrderBishop.pdf
- Gov. Northam's Executive Order #72 (12/10/2020)

Health Acknowledgement

Welcome! We're glad you're here.

In order to keep you and other congregants safe and healthy, read and respond to the health questions below. Please affirm to the greeter that you acknowledge the following items are true for you and provide your name and contact number. All persons are required to keep physical distancing of 6 feet or more (from persons outside your household group) and to wear a face covering.



I have not had 2 or more of the following symptoms of COVID-19 in the past 14 days:

- Fever
- Shortness of breath or difficulty breathing
- Chills
- Persistent cough
- Flu-like symptoms
- Diarrhea or intestinal upset
- Fatigue
- Sore throat
- Headache
- Muscle pain
- Recent loss of taste or smell

1.

I have not been in contact with anyone experiencing symptoms of COVID-19 (identified in #1) in the past 14 days.

2.

I have not tested positive for COVID-19, nor am I awaiting test results, nor have I tested positive and have not subsequently had complete resolution of COVID-19 symptoms.

3.

4. I will immediately notify the pastor if, after attending this event, I develop 2 or more symptoms of COVID-19, will avoid contact with others, and will seek medical attention.

FIRST UNITED METHODIST CHURCH ROOM RESERVATION FORM

Name of Group _____ Number Attending Meeting/Event _____

Name of Person Requesting Room Reservation _____

Phone No. _____ Email address _____

Date for which the space is requested _____. Time from _____ to _____

Name of a person (if different from the requestor) who will be responsible for seeing that the group follows the guidelines and rules set out by FUMC _____

Phone No. _____ Email address _____

Because a meeting room may be used by more than one group between cleanings by the FUMC custodians, advise the requesting person that the group should bring their own sanitizing/disinfectant wipes/spray and sanitize the contact surfaces in the room before they meet.

Email a copy of pages 1-4 to the requesting person.

Name of room being reserved _____

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