



MINIMUM GUIDELINES FOR MEETING ON CAMPUS

REQUEST TO MEET ON CAMPUS

All ministries and groups meeting on the church campus must acknowledge and agree to the minimum guidelines listed below. Sign and return this form to the church administrator. A Ministry or group meeting may not begin until the church administrator gives official approval.

Due to COVID-19 distancing recommendations, ministries and groups may or may not resume their previous meeting location. After you receive the approval to return, contact Donna donna@shalimar-umc.org to reserve your room.

MINISTRY AND GROUP GATHERING/MEETING REQUIREMENTS

- The group leader must record attendance for each meeting. Please see Kim Margold to get a class roster programs@shalimar-umc.org. These rosters must be returned to Kim each week, or submitted through the Shelby app.
- Temperatures will be checked upon arrival with a touchless thermometer. A thermometer and sanitizing kit are available in the Family Life Center foyer.
- Greet one another without physically touching.
- Table and chairs must accommodate social distancing rules and minimize person-to-person contact.
- All adults (including leaders) must wear masks while inside any building on campus.
- Hand sanitizer must be available to every person.
- There should be no food or drink served or available for group consumption any time.
- Each attendee may bring a beverage in a closed container (ex: bottle with cap, sports bottle, a coffee cup with lid) and/or an individual snack in a sealed package or container.
- Tables and chairs to be wiped with disinfectant at the end of each meeting by group attendees or leader.
- Bathrooms will be cleaned by church staff overnight and not the responsibility of the group.
- If a member tests positive within 14 days of attending a class or meeting, the attendee must notify the group leader immediately. The group leaders must inform the church administrator admin@shalimar-umc.org. The church will tell all people present, and an in-depth cleaning will be performed. The name of the individual who tested positive will not be shared in the notification.
- There is no childcare available at this time.

BUS TRANSPORTATION REQUIREMENTS

- The bus must be cleaned before people board the bus and after returning to the church.
- Wiped or sprayed with an appropriate chemical for killing COVID.
- Each person must disinfect their hands before getting on the bus.

- Temperatures will be checked as people initially board the bus.
- All individuals must wear a mask.
- The groups should socially space as much as possible.
- All windows must be down during transient.
- Maintain a list of all individuals riding the bus.
- Before re-boarding, all riders must disinfect their hands.
- Before re-boarding all riders must put on their masks.
- Report to the church any cases of sickness that occur in the group during or after the trip.

Ministry or Group: _____

Group Leader's Name: _____

Estimated Number Attending: _____

Location Requested: _____

Other Details: _____

I have read and understand the above list of guidelines must be followed. **The group meeting may be suspended, with short notice, if a change in COVID-19 numbers increases.** The group leader is responsible for contacting the attendees.

Signature

Date

*Submit the completed form to the church administrator admin@shalimar-umc.org. Submitting the form **DOES NOT** acknowledge approval. The group may not move forward with any meetings until they receive an email from the church administrator noting their request and start date are approved.*