

OUTSIDE GROUPS GROUP LEADER RESPONSIBILITIES

COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

While governmental restrictions/recommendations are in place, Sewickley Presbyterian Church (SPC) has developed new guidelines for outside groups who meet on SPC property. Group Leaders will need to ensure the safety of all in meeting attendance. SPC will only offer the meeting space if the Groups Leaders ensure adherence to these rules:

1. Groups can be no bigger than the following, as listed below, until social/physical distancing to prevent the spread of COVID-19 is no longer required or recommended by federal, state, or local authorities:
 - a. Ansby Hall – 20 people
 - b. Dining Room - 30 people
2. Chairs are to be left in the locations you find them. They will be disinfected before and after each meeting by the church staff.
3. No tables are to be used.
4. Everyone must wear a mask while in the building.
5. Enter and exit through the Ansby Hall doors (except for a fire evacuation).
6. Arrive no more than 5 minutes before stated meeting time and leave church property immediately upon completion of meeting.
7. Hands are to be sanitized upon entering and exiting the building at the provided stations.
8. No Smoking on SPC property
9. No provided or communal food, snacks, coffee, or drinks are allowed. Members may bring their own food or drink to the meeting for personal consumption only.
10. No paper should be distributed by or to attendees.
11. Group members should bring their own writing instruments, books, or other reference materials.
12. Only the Dining Room bathrooms are to be used.
13. Only one person at a time may use the bathrooms.
14. The Group leader is responsible for reading the **“Screening Questions for Covid-19”** aloud at the beginning of each meeting and ask anyone that would answer yes to any of the questions to leave the meeting and return home. Also, the notice will be placed on the door and members must review questions as they enter the building and return home if they answer “Yes” to any of them.
15. If a person in attendance shows symptoms or contracts Covid-19 within 14 days after the meeting, the Group Leader is to immediately notify the church Business Administrator. The name of the individual will not be released. However, the church will announce that someone from the last meeting had symptoms or had become ill with Covid-19.

Please acknowledge that you have read the above items and that you as the Group Leader will assure that all are followed by signing and dating were indicated below. If the above are not followed, your group will not be allowed to meet at Sewickley Presbyterian Church until rules and restrictions for Covid-19 change.

Signature and date of Group Leader

Signature and date of Church Representative

***The church reserves the right to change the above items and meeting logistics (e.g. room locations, days, and times) of the outside groups at any time.**