

Approval Process for Church Use Before Full Opening

MAKING A REQUEST TO USE THE CHURCH DURING COVID-19:

Submit your request (see PROCESS FOR MAKING YOUR REQUEST below) to swaldrep@sc.rr.com address for review by the Reopen Church Team (RCT).

Requests should be received 4 full days before the scheduled event day/time.

POLICY AND PROCESS for Facility use during COVID-19 Restrictions

USE POLICY DURING COVID-19:

- The church will make every attempt to accommodate your need, however, in these uncertain and difficult times for gathering, extreme care and caution must prevail in any decisions regarding group gatherings.
- Your request will be reviewed by the RCT Team for compliance with the church's established protocols. You will be contacted if there are any questions and regarding the disposition of your request.
- For contact tracing, if needed, you must have a written list of attendees with their telephone numbers taken at the time of your event. The list should be placed in the church admin assistant's (Abbie McKenzie) mailbox, slid under the copier room door, or scanned/attached photo of the list and emailed to abbie@wsmethodist.org as soon as possible after your event.
- The room used must have all doors opened while occupied.
- Window(s) open where possible and outside temperatures allow. ceiling fans on (if available), and any HVAC units turned on in order to circulate air.
- Masks must be worn at all times when two or more people are present.
- Hand sanitizer will be available in the room. Every person should use sanitizer upon arrival.
- Only one person to a restroom at a time.
- Attendees should maintain no less than a 6-foot distance from each other.

Available Facilities for use with maximum capacity for each:

(with the exception of the Youth Room on the 3rd floor all gathering must be held on the ground level in the locations listed below)

Threatt Hall – 40 maximum

Wesley Room – 12 maximum

John Harper classroom – 6 maximum

Christ Chapel Courtyard – 15 maximum

Youth Room (for youth-aged activities only) – 20 maximum

PROCESS FOR MAKING YOUR REQUEST:

Complete, in full, the next page ***"REQUEST TO USE CHURCH FACILITIES"*** information page and submit to swaldrep@sc.rr.com