

**Reformation Lutheran Church**

102 W. Rose Tree Rd., Media, PA 19063  
610-891-0600 • relcmedia.org

PROCEDURES FOR THE PANDEMIC  
**GUIDELINES FOR GROUPS USING CHURCH BUILDING**

Groups will be permitted to use the church building under these guidelines beginning on September 8, 2020.

1. Reformation will contact groups previously scheduled to use our building and provide the following guidelines to them. Any group needing to make additional or alternative scheduled gatherings must contact the Reformation Church Office to schedule desired meeting time(s).
2. Groups will only be permitted to use Creighton Hall and will be limited in size to 25. Groups must enter directly into Creighton Hall from the back parking lot. Members of groups must not leave Creighton Hall to go into any other part of the building. Only the bathroom in Creighton Hall may be used.

Exceptions for groups to use other spaces in the building may be granted on a case by case basis and will be considered based on group size and room availability with appropriate square footage for social distancing of at least six feet between individuals.

3. The leader of the group (or contact person) will review these guidelines with designated Reformation staff member. A *COVID-19 Precautions Agreement for All Groups* must be completed by the group leader or contact person and submitted to the Church Office.
4. All groups are required to follow the directions for COVID-19 safety as posted on signs inside and outside the building and each person present is required to review and sign the *COVID-19 Precautions Agreement for Individuals*. These Agreements are to be collected by the group leader or contact person and returned to the church office. The Agreement provides for each to person to attest to the following:
  - a. that they do not have symptoms of COVID-19 as identified by CDC (current list of CDC symptoms will be prominently displayed)
  - b. that they have not tested positive for COVID-19 in the prior 14 days, and have not, to their knowledge, been exposed to anyone who has tested positive for COVID-19
  - c. that they will wear a mask at all times while on church property
  - d. that they will maintain social distancing of at least six feet
  - e. that they will contact the church immediately via email to covid@relcmedia.org if they test positive to COVID-19 within seven (7) days of being in the Reformation church building

(over)

5. Group leaders or contact persons for groups will maintain a hospitality station at their building entrance which will include *COVID-19 Precautions Agreement for Individuals* forms and a supply of hand sanitizer, masks, sanitizing wipes, and an EPA approved disinfectant.
6. No food or beverages are permitted in the building.
7. No smoking is permitted anywhere on the church property.
8. Participants must be asked to leave by the group leader if they do not comply with wearing masks, practicing social distancing, or exhibit any symptoms of illness
9. Groups will follow CDC guidelines for cleaning after building use – wiping down all surfaces (tables, chairs, countertops, and podium) with an EPA approved disinfectant, removing all garbage, and returning all items to appropriate locations.
10. If the church is notified of a COVID-19 positive or suspected COVID-19 positive by someone who has been in the building, the *COVID-19 Positive Policy* for notification and cleaning will be followed.
11. Please direct all questions or concerns to the church office at any time at 610-891-0600.
12. These guidelines will be modified as circumstances dictate.