

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 GROUNDS

Groups will be permitted to use the church grounds for meetings under these guidelines beginning on August 15, 2020.

1. Any group wishing to meet outdoors at Reformation must contact the Reformation Church Office to schedule desired meeting day and time.
2. The leader of the group (or contact person) will review these guidelines with a designated Reformation staff member and sign and date this form. The group leader must keep a written list of the first names and phone numbers of all persons who attend the meeting in case they are needed for contact tracing. The list must be sent to covid@relcmedia.org within 24 hours of the end of the meeting.
3. With prior written (or email) permission from the church office, groups are permitted to use outdoor space on the grounds of Reformation Church except the area near the playground and the parking spaces next to the playground (the picnic table area is also excluded).
4. Groups are limited to no more than 25 people.
5. Groups meeting outdoors are not permitted to access the church building for any reason.
6. Group members must supply their own chairs.
7. No food or beverages are permitted on the church grounds.
8. No smoking is permitted anywhere on the church property.
9. Everyone present must wear a mask, practice social distancing, refrain from person-to-person contact, refrain from singing or playing wind instruments, and be free of any COVID-19 symptoms.
10. Failure to strictly adhere to these guidelines will result in the group forfeiting the privilege of using Reformation for meetings.
11. Direct all questions or concerns to the church office at 610-891-0600.
12. These guidelines will be modified as circumstances dictate.

I agree to ensure that the above guidelines are followed by my group.

Name (print)

Signature

Date

Group Name

Day and Time of Group Meeting

Approved 8/11/20