**THIRD CHURCH, INC.**

**THIRD FACILITY AND OFFSITE EVENTS POLICY**

**COVID-19 GUIDELINES**

1. **EVENT APPROVAL:** Any requests to use the Fellowship Hall, Third Office, Third Outdoor Space or Offsite Third Sponsored Events should be processed through the staff member responsible for each ministry area. The Facility Use Team will determine final approval. *A guiding principle for approval will be the critical nature of the event for ministry to impact our neighborhood and city with kingdom ministry. In addition, high priority will be placed on the safety and well-being of the participants, with regards to face coverings, social distancing and the accountability of the event or meeting coordinator.*

2. **SCHEDULING:** Once your meeting or event is approved, contact the Facility Manager to determine space availability on the date(s) and time(s) requested at least two weeks before your meeting or event. The Shelby calendar request must include setup and tech requirements, and if there is a tech requirement, a tech request form must also be submitted for the event: https://drive.google.com/drive/u/0/folders/1xzEeDJq GbY\_drwnSr3bYcrNnvqVaJN1

3. **COVID REQUIREMENTS:** The meeting or event coordinator will be required to notify all attendees that face coverings and social distancing of six feet is required and ask that they please stay home if they or anyone living in their household:

a. Exhibit symptoms of respiratory illness, such as fever, cough or shortness of breath in the past 14 days preceding the date of the meeting or event.

b. Have traveled to a hotspot/highly impacted area or out of the U.S. or been in close proximity in gatherings in the last 14 days where appropriate COVID-19 precautions were not followed.

c. Been in contact with someone who has tested positive for COVID in the past 14 days, preceding the date of the meeting or event.

4. **COVID WAIVER: Event Sign Up and Waiver**

a. **SINGLE EVENTS** - Staff will work with their administrative ministry support to create an online pre-registration form for the event that states Third’s COVID instruction protocols and includes an electronic waiver by participants to sign in advance. The registration link will be included in all promotion materials. Note, the window for pre-registration is to be no sooner than 10 days prior to the event

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in order to ensure timely screening within the COVID 14-day questions, and to print lists prior to the event. At the event:

i. The event coordinator will check in all participants using the pre registration list to note attendance of those who pre-registered.

ii. Those who are not on the list and did not pre-register will sign a hardcopy waiver and fill in their names, address, phone #, etc.

iii. The attendance sheet(s) and the completed waivers should be returned to the administrative ministry support to maintain contact tracing for that event.

b. **RECURRING EVENTS** - In the case of recurring events, staff will work with their administrative ministry support to create an online pre-registration form for the event that states Third’s COVID instruction protocols and include a one-time waiver with the attendee’s agreement to abide by the COVID protocols for the duration of the recurring sessions. At the event: Each event coordinator will be required to:

i. Check in participants each week using a registration list.

ii. Ask the three safety protocol questions from the waiver.

iii. Complete a roster of those attending each meeting.

iv. The attendance sheet(s) and the completed hardcopy waivers should be returned to the administrative ministry support to maintain contact tracing for that event.

**c. EVENTS FOR MINORS**

**i. For all single events involving minors:** Staff will work with their administrative ministry support to create an online pre-registration form for the event that states Third’s COVID instruction protocols and includes an electronic waiver by the parent of the minor to sign in advance. The registration link will be sent to the parents. Note, the window for pre registration is to be no sooner than 10 days prior to the event in order to ensure timely screening within the COVID 14-day questions, and to print lists prior to the event. At the event:

1. The event coordinator will check in all participants using the pre registration list to note attendance of those who pre-registered.

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2. Those parents who did not pre-register, will either (1) sign a

hardcopy waiver and fill in their names, address, phone # on the

waiver, or (2) the parent may access the registration form online

from their phones at the event to register at that time.

3. The attendance sheet(s) and the completed hardcopy waivers

should be returned to the administrative ministry support to

maintain contact tracing for that event.

ii. **For all recurring events involving minors:** Staff will work with their administrative ministry support to create an online pre-registration form for the event that states Third’s COVID instruction protocols and include a one-time waiver with the all minor students’ and minor volunteers’ parents agreeing to abide by the COVID protocols for the duration of the recurring sessions. At the event, each event coordinator will be required to:

1. Those minors whose parents did not pre-register, will either (1) sign

a hardcopy waiver and fill in their names, address, phone # on the

waiver, or (2) the parent may access the registration form online

from their phones to register and sign electronic waiver.

2. Perform a temperature check as each student and minor volunteer

arrives.

3. Check in participants each week using a registration list.

4. Ask the three safety protocol questions from the waiver.

5. Complete a roster of those attending each meeting.

6. The attendance sheet(s) and the completed hardcopy waivers

should be returned to the administrative ministry support to

maintain contact tracing for that event.

5. **RESTROOMS:**

● **Fellowship Hall:** Participants will have access to only the restrooms nearest the Fellowship Hall.

● **Third Office:** Use the restrooms closest to your event or meeting.

● **Outdoor Event or Meeting on Third’s Property:** Restrooms will not be available and we advise the event not go over 1 hour for the comfort of the participant. The event or meeting coordinator is advised to let all participants know ahead of time that restrooms will not be available.

● **Offsite Third Sponsored Events:** The event or meeting coordinator needs to supervise the cleanliness of restrooms, if they are made available. Social distancing and hand washing should be emphasized.

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6. **FOOD:** If food is served, it should be individually boxed for each participant. Before and after the meal, participants are required to wear their masks. All participants should be given the opportunity to attend by Zoom, should a participant feel unsafe during the meal time when masks will not be worn.

7. **FACILITY ISSUES:** Please address facility issues to Facility@ThirdRVA.org or contact the Facility Manager.

8. **SUPPLIES:** Each group will be responsible for providing extra masks, if needed, hand sanitizer, disposable gloves and tissues. Please contact the Facility Manager to coordinate these supplies for your meeting.

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