

PROTOCOLS FOR SMALL GROUP MEETINGS

Group meetings are being phased in with caution. These protocols have been adopted for groups who wish to use facilities at Chapelwood's Greenbay campus during the COVID-19 pandemic in order to keep church members, staff members, and guests as safe as possible while on our campus.

- Advance reservations will be required, and attendance will be recorded.
 - Certain entrances to the building will remain locked.
 - Rooms will be pre-set and we ask that the chairs and tables not be moved.
 - Rooms will be cleaned before and after the meeting.
 - During this phase, Chapelwood is unable to provide childcare or beverages.
 - We ask all participants to wear masks.
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WHAT GROUPS SHOULD MEET AT THE CHURCH BUILDING?

Before reserving a room at Chapelwood, talk with each other and share views and feelings about meeting together. Pray about your decision and seek unity as a group in the decision.

- *Consider your group's purpose* – What is the compelling reason for meeting in person?
 - *Consider your group's demographics* – in addition to health concerns listed below*, be mindful of children at home, caring for elderly, work environment, and travel of group members.
 - *Plan for options* – provide alternate settings and an online option whenever possible. Chapelwood can assist with technology.
 - *Choose a liaison* – someone in the group needs to learn about Chapelwood's policies and serve as liaison between the group and the church staff.
 - *Agree to follow Chapelwood's policies* – each person will be asked to make an advance reservation and read the protocol in advance.
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RESERVING YOUR ROOM

Room availability and capacity are limited to the following. More spaces may become available and room capacity may increase as safety guidelines change. All rooms must be reserved in advance.

Contact [Alba Aguilar, aaguilar@chapelwood.org](mailto:Alba.Aguilar@chapelwood.org).

- Williams 101-102 – 16 people
- Youth Building 100-101 – 16 people
- Learning Center 211-212 – 14 people
- Learning Center 214-215 – 14 people
- Conference Room – 12 people

- Fellowship Hall – up to 50% capacity with 6 feet of distance between people
 - Upper Room - up to 50% capacity with 6 feet of distance between people
 - Chapel - up to 50% capacity with 6 feet of distance between people
 - Sanctuary - up to 50% capacity with 6 feet of distance between people
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INGRESS AND EGRESS

Guests attending meetings will be asked to park in designated Parking Lots. Most groups will be directed to Parking Lot B and Entrance 7, by the Bookstore. Designated routes of ingress and egress from Parking Areas to and from Meeting Rooms will be communicated to attendees in advance. For the first meeting of any group, a host will meet you at the designated door and escort you to the room. Exterior doors to the building, other than those designated for the meeting, will be locked. Elevator usage is restricted to one person or family at a time.

ROOM SETUP

The meeting room will be pre-set for the number of people on the reservation and capacity of the room. Room arrangements may not be changed. Families living in the same household are allowed to sit together. No beverages or food service will be provided by Chapelwood. Please feel free to bring your own beverages. **Small group leaders are asked to make note of those in attendance to return that information to the appropriate ministry assistant.

WEARING MASKS

All persons are asked to wear masks at all times while on our campus.

HAND SANITIZING

Guests are encouraged to use all hand sanitizing facilities available on Chapelwood's campus. Use of personal, individual hand sanitizers like Purell, is also encouraged.

PEOPLE WHO ARE AT HIGHER RISK FOR SEVERE ILLNESS

While we will allow any who choose to attend meetings at Chapelwood, we must acknowledge the guidance of the CDC that certain people are at high-risk if they contract COVID-19 and should take extra precaution. Those 65-years and older, those who live in nursing homes/long term care facilities, those with underlying medical conditions including:

- Chronic lung disease or asthma
 - Serious heart conditions
 - Immunocompromised persons
 - Severe obesity
 - Diabetes
 - Chronic kidney disease
 - Liver disease
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SYMPTOMATIC PERSONS AND HEALTH SELF-CHECK

We ask everyone who plans to attend to engage in a health self-check before they arrive. We ask that you take your temperature in the morning. A fever is defined of anything over 100.4 degrees Fahrenheit. We also ask that persons exhibiting any of the following COVID-19 symptoms not to attend the meeting out of consideration for the health of others. Symptoms include:

- Fever or Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
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