

Laguna Beach United Methodist Church Small Gathering and Event Requirements and Procedures

In response to the COVID-19 Coronavirus Pandemic, the health and well-being of our congregation, staff, and visitors is our top priority. While visiting our campus or buildings, you are required to follow the safety procedures issued by the church and our local and state health officials.

1. Meeting Request and Cleaning/Sanitization Plan

Each group wishing to hold a meeting or other event using the church's building or outside areas must complete a Meeting Request Form and a Cleaning and Sanitization Plan. These forms are available electronically and may also be requested by contacting our church office at office@lbumc.org. The completed **Meeting Request Form and Cleaning and Sanitization Plan** shall be submitted for review via email to the church office at office@lbumc.org. The **Meeting Request Form and Cleaning and Sanitization Plan** must be approved prior to the meeting being held.

The **Cleaning and Sanitization Plan** must explain how the meeting area will be cleaned and sanitized following the meeting or event and must be submitted with the **Meeting Request Form**. Should the group require that church staff provide the post-event cleaning and sanitizing, a fee may be assessed.

Meetings or events will be limited to Heaton Hall, the church's fellowship center, outdoor patio area, or parking lots. The number of participants expected at a meeting or event must not exceed the guidelines issued by the state and local health officials.

The decision to approve or deny the request will be communicated to the person making the meeting request.

For groups not affiliated with the church, a current Facilities Use Agreement must also be on file.

2. Health Questionnaire and Assumption of Risk and Waiver of Liability for Meeting Participants

Each participant attending a meeting or event must satisfy the following health and safety requirements.

1. Provide their name and phone number for contact-tracing purposes.
2. Answer "NO" to each COVID-19 health question.
3. Take their temperature to ensure they do not have a fever.
4. Agree to follow the attendance rules as specified by the church and local and state health authorities (*noted in Section 3 below and on placards throughout the building*)
5. Agree to the terms and conditions of the church's *Assumption of Risk and Waiver of Liability* agreement.

A Sign-In form will be provided for participants to use to acknowledge their attendance and certify/agree to the requirements. The church will provide a thermometer and sanitizing wipes for the purpose of checking temperatures. The leader of the meeting or event assumes responsibility for the thermometer.

If the individual does not pass the health questionnaire and/or temperature check, they must not attend the meeting or event. Sign-in sheets will be maintained in an electronic file at the church.

3. Health and Safety Procedures

Each person attending a meeting or event must adhere to the following health and safety procedures.

- Face masks are to be worn at all times, whether inside or outside the church buildings.
- All participants must remain socially distanced from one another all times (at least 6 feet apart.)
- No shareable food or drink is permitted either inside or outside the church buildings.
- No paper should be used to distribute information, such as agendas and other meeting materials.

Failure to adhere to these procedures may result in groups losing their ability to use the church's facilities or outdoor areas.