

## **COVID FACILITY USAGE COMMITMENT Meeting Space and Activity Guidelines**

As a participant in the use of Countryside's facilities and properties, participant agrees to these Meeting Space and Activity Guidelines. All requirements are subject to change at the discretion of Countryside's Leadership or Director of Administration. Use of any, all or part of Countryside's facilities or property may be revoked at any time with or without notice at the discretion of Countryside's Leadership or Director of Administration.

*Please note: Countryside Community Church and its staff are taking necessary precautions by cleaning, sanitizing and social distancing. However, the risk of exposure cannot be completely eliminated. By participating in this activity, you are assuming the risk that may result in exposure to infectious and communicable diseases.*

### Scheduling Meeting Space at Countryside:

- Leaders are responsible for determining when their group would like to begin meeting after July 12, 2020.
- The group leader must contact Countryside to set up training (on site or by phone) prior to being considered for any meetings. This training is mandatory.
- Consideration of meeting days and times will be based on the number of groups using the facilities and to allow cleaning of common areas. Initially, the number of groups will be limited to one per space per day.
- When evaluating the return to in-person meetings, leaders should take into consideration members who believe it is safer to engage in activities online or off-site.
- Outside groups with liability insurance must provide proof of insurance (COI). See the Director of Administration for coverage options if insurance is unavailable.
- No one with symptoms such as fever, coughing or shortness of breath will be allowed in the building.
- Meetings may be canceled or subject to change based on Nebraska Health Mandates, Douglas County Health Mandates, and Countryside's Restart Task Force decisions.
- Visiting in the common areas is discouraged. Attendees should arrive no more than 15 minutes before the meeting, move directly to the assigned meeting space, and leave the building immediately when the meeting ends. Leaders may arrive earlier to set up for the meeting.
- Use of Countryside's grounds are available for use.

### Facility Usage Guidelines and Expectations:

- **Awareness**— All groups are requested to clearly communicate that the facilities are open to the public and that at-risk individuals (aged 65 and older and those with underlying health conditions) and those concerned with an open public space should stay home or take precautions they deem appropriate.
- **Sanitation**—Countryside staff and volunteers are taking appropriate measures to clean the common spaces of Countryside's facilities.
  - Those utilizing Countryside facilities will be required to wipe down/disinfect the area(s) used after their gathering. Areas include, but are not limited to, tables – top and sides, chairs, counters, pews, door handles, light switches, cabinets, etc. Groups which do not adequately clean their space will be assessed a \$25 per meeting cleaning fee.

- Countryside will provide some cleaning supplies in each meeting space. These must be left in the meeting space. If leaders are able, they may bring and use their own cleaning supplies. No items brought in for the gathering may be left behind.
- *Personal protective equipment (PPE)*—The recommended use of masks will be required for all in attendance. For attendees who do not bring their own masks, the leaders must supply masks for them. The church will supply masks for church-sponsored meetings.
- *Contact*—Individuals and those within the same household must stay at least six feet apart from other individuals and households. This is also to be considered in room set-ups.
- *Sharing/Refreshments*—Material may not pass from one individual or household group to another. Food items and beverages (including coffee) will not be allowed to be served at Countryside facilities. Bottled water and canned beverages for participants may be offered. Containers should not be left behind and individuals must ensure they are properly recycled. Individuals may bring in their own individual beverage container and take it with them when they leave.
- *Contact Tracing and Reporting*—Each group must submit a roster of attendees to the church office at the end of each meeting. Attendance forms are available in the front office or in the meeting space. Please report all health and safety concerns to the church office or email [office@countrysideucc.org](mailto:office@countrysideucc.org).
- *Restrooms/Elevators* – Social distancing of at least six feet should be maintained in all areas. Please avoid or limit usage to 1 or 2 people per confined space.
- *Singing* – No congregational or group singing is allowed. An exception will be made for soloists who are social distanced for 10 feet or more.
- *Outside* – Groups must bring their own lawn chairs or blankets when using outdoor space.

Additional special requirements and flow procedures for groups and large gatherings of 26-50\*:

- All doors will be propped open.
- All leaders and participants will be required to wear masks. An exception will be made for leaders while speaking. Leader can remove mask while maintain a social distance of 10 feet or more.
- Recommended social distancing of at least six feet must take place at all times during gatherings and activities.
- Dismissal will be by row from the exit side of the room to the other side. Those with mobility restrictions will be asked to remain seated until the general dismissal is complete.
- Where appropriate separate entrances and exits will be used.

\* Funerals and Weddings - the Sanctuary is limited to 45 households or 150 people. No receptions are allowed.

By signing below, I promise that I have read and agree to carry out the procedures described above in Countryside’s COVID Facility Usage Commitment. Failure to comply with these usage requirements will result in usage being revoked.

I, \_\_\_\_\_ (first and last name, printed),  
**on behalf of** \_\_\_\_\_ (organization/activity, printed),  
**certify that I have read, understand and agree to the above requirements information.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_