

All members of the group will be expected to read and follow Appendix A and B and specifically the three requirements to the right.

The Group Leader is responsible to ensure all members comply with Appendix A and B and that cleanup occurs according to Appendix C.

Any group member not following these rules will result in the group losing the privileges to use OBUMC facilities.



Wear a mask at all times when outside of cars.



Maintain 6 feet of social distancing, except among people in the same household.



Read and sign the Health Graphic if they will exit their car.

**Step 1 – The Group Leader sends an email to the Church Office with the subject line: Request Use of Outside OBUMC Facility. The body of the email must contain the following information:**

1. Name of the group and the event
2. Group leader full name and phone number
3. The date, start time and stop time the group would like to meet
4. Which outside OBUMC is being requested (Pavilion, Parking Lot, Grass Field)
5. The number of people expected to attend the event



**Step 2 – The Church Office will reply to the email and verify the date and time is available and attach the following:**

1. OBUMC Stage 2 Reopen Plan
2. The Health Acknowledgment Graphic (to be read by each group attendee and affirmed when they arrive)
3. Appendix A, Appendix B, and Appendix C
4. A blank Group Roster (to be filled out with full names and phone numbers of who is expected to attend the event)



**Step 3 – The Group Leader will need to accomplish the following prior to the day of the event:**

1. Fill out the Group Roster by typing the full names and phone numbers of who is expected to attend the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. The Group Leader will email all attendees Appendix A and Appendix B and ask them to read both documents.
3. The Group Leader will email all attendees the Health Graphic and ask that each attendee read and be prepared to affirm the language on the graphic when they arrive.



**Step 4 – After the event is over, the Group Leader will complete the following:**

1. Mark attendance on the Group Roster to verify who attended the event. This is to be able to have an accurate notification list in case a group member later tests positive for COVID-19.
2. Ensure a checkmark is next to each attendee and their affirmation of the Health Acknowledgment Graphic.
3. Acknowledge and sign the bottom of the Group Roster that cleanup procedures were followed according to Appendix C and place it in the Verify Packet/Envelop. Cleaning supplies will be provided by the Church.
4. Tape shut and place the Verify Packet/Envelop in the Church Mailbox located on the road at the entrance to the Church



**Step 5 – If any member of the group later tests positive for COVID-19, the Group Leader must follow Appendix E and immediately contact Church Leadership.**