



NORTHBROOK UNITED METHODIST CHURCH | ENCOUNTER. LOVE. SERVE.

Temporary Policy Facility Usage/COVID-19 Facility Usage Protocol

Distribution: All Staff and Trustees

Issue Date: December 23, 2020

Effective Date: January 1, 2021

PURPOSE: The purpose of this policy is to establish guidelines to ensure the safety of those utilizing the facilities of NUMC during the COVID-19 pandemic.

POLICY: This document serves as a temporary policy regarding facilities usage at the Northbrook UMC campus. This policy applies to all Northbrook UMC-controlled properties, including the former Christ UMC campus.

I. **USE OF FACILITIES BY OUTSIDE ENTITIES**

Northbrook UMC desires to be an integral part of the community and, thus, offers use of the church facilities to outside groups (consistent with the current building use policy). However, according to the Center for Disease Control (CDC), COVID-19 has posed a significant health threat, therefore, at this time, **NUMC will not permit the use of any NUMC facilities by outside groups, including for weddings.** Any funerals will be for members of NUMC only and current live service safety protocols are highly encouraged for those services. However, all funeral considerations will be at the discretion of the Senior Pastor.

II. **USE OF FACILITIES DURING CHURCH-SPONSORED ACTIVITIES**

Northbrook UMC understands the need to permit limited church-sponsored activities on the campus during COVID-19, however, these activities must be consistent with current CDC guidelines, with consideration given to level of occupancy of spaces, mask usage, sanitation protocols, and social distancing. The following contains a list of areas that have been identified as spaces in and on the campus where CDC guidelines are manageable, along with the maximum occupancy for each space, also based on CDC guidelines.

A. Usable Spaces

1. Fellowship Hall – Maximum of 15 people
2. Room 228 – Maximum of 5 people
3. Music Suite – Maximum of 15 people
4. End Zone – Maximum of 8 people
5. Portico – Maximum of 15 people



NORTHBROOK UNITED METHODIST CHURCH | ENCOUNTER. LOVE. SERVE.

III. FACILITY USE GUIDELINES

The following contains safety and sanitation guidelines for church facilities regarding scheduled activities.

A. Sanitation and Safety Guidelines

1. All attendees must wear a cloth or fabric mask at all times while in any NUMC indoor space or within the confines of the portico meeting space. (Face shields alone do not fulfill this requirement).
2. There shall be no close personal contact with meeting attendees (except family members). This includes handshakes, hugs, etc.
3. Attendees are to remain at least 6 feet apart during the meeting or activity.
4. Any person who has knowingly been exposed to COVID-19 within the previous 14 days or who are experiencing any symptoms that are consistent with COVID 19 are not to enter any NUMC facility or attend any NUMC-sponsored activity or meeting.
5. Attendees are to only meet in the designated area and not enter into unscheduled areas except to get to and from the meeting or activity or to designated restroom facilities
6. Each meeting space will be supplied with a box of rubber gloves, paper towels, and an FDA approved cleaning solution (i.e. Windex multi-surface cleaner or similar). After each meeting and while utilizing rubber gloves, the meeting coordinator will ensure that he or she or an attendee thoroughly wipes down all common touch areas. If no group member is able to perform this task, this must be relayed at the time of scheduling the event so that alternative arrangements may be made for disinfecting prior to subsequent use. Only adults are to complete this task.
7. When feasible, attendees are encouraged to bring any items needed for the meeting or activity with them to limit the sharing of common items (pens, pencils, markers, paper, etc.).
8. Game equipment is not to be utilized (End Zone).

IV. OTHER

- A. While all NUMC staff members are responsible for understanding and utilizing the CDC guidelines noted herein, it is understood that staff members typically have access to multiple areas during a meeting or activity, thus allowing greater control over following the guidelines, therefore, this policy only applies directly to non-staff led meetings or activities. Staff-led activities will be planned according to the stated guidelines (and in consultation with the Senior Pastor, if needed).



NORTHBROOK UNITED METHODIST CHURCH | ENCOUNTER. LOVE. SERVE.

B. While these guidelines are set forth to follow known best practices for limiting the spread of COVID-19, there is no certainty that any person attending a meeting or activity will not be exposed to or perhaps contract COVID-19. Under Georgia law, there is no liability for an injury or death because of an individual entering a premise if such injury or death results from the inherent risks of contracting COVID-19. Attendees assume this risk by entering the premises.