

Larchmont UMC- Small Group Gathering Group Leader Agreement

By agreeing to each statement, you will uphold the policies set forth by Larchmont UMC COVID-19 Healthy Church Team (HCT) for use of church indoor or outdoor spaces. If you have questions, please contact Pastor Scott Rimer at pastor@larchmontumc.org or 757-489-8168.

This form must be completed by the responsible party for each group. The contact person listed will be held responsible for ensuring all policies and procedures are followed as outlined.

It is only necessary to complete this form once, however, if the Bishop directs significant changes that potentially impact personal safety an amendment to this agreement may be required. A copy of the LUMC COVID 19 In-Person Worship Plan and this form may be found on our church website at: <https://www.larchmontumc.org/covid19/>

The safety of our church members and guests is our number one priority. Therefore, no one in the COVID-19 high risk category demographics as listed in **Section C** of this agreement should participate in any indoor or outdoor small group gatherings on LUMC property. Before proceeding, please review **Section C**.

As the coronavirus (COVID-19) pandemic continues we are monitoring the situation closely and following the guidance from the Center for Disease Control and Prevention, local health authorities, and the directions given to us by the Bishop of the Virginia Conference. In order to prevent the spread of the coronavirus and reduce the potential risk of COVID-19 exposure at Larchmont UMC (LUMC) we are asking that all Small Group Leaders complete the following information registration and the follow-on questionnaire before their group will be considered eligible to conduct a small gathering on LUMC property.

A. Group Information * Required

Group Name *

Contact Person *

Contact phone number *

Contact email *

B. Small Group Leader Compliance Questions:

1) The Group must be planned in advance, approved by the LUMC HCT, and placed on the LUMC church calendar. *

Agree
 Disagree

2) Participants agree to practice social distancing at all times throughout the event - remain 6 feet apart. (Due to our church table dimensions, no church-provided tables will be available for small group gatherings.) *

Agree
 Disagree

3) The Group can meet outdoors or indoors with 50 or less. This number includes all volunteers, leaders, and participants. *

Agree
 Disagree

4) In the event of outdoor event inclement weather, the group is responsible for rescheduling. *

Agree
 Disagree

5) The Group meeting should be held to two hours or less. *

Agree
 Disagree

6) The Group leader must communicate requirements (attachment 1) to all participants prior to the group meeting so that everyone is fully informed. (For example, you may choose to email the mandatory attendee requirements document in its pdf form to all participants.) *

Agree
 Disagree

7) Participants must agree to stay in their prearranged location. One designated bathroom is only to be used in an emergency situation. All other bathrooms will be locked. The church office should also be informed of any bathroom usage so that a follow-up cleaning can happen after the event. *

Agree
 Disagree

8) Participants are asked to sanitize their hands upon arrival and regularly throughout the event. Groups are responsible for providing their own sanitizer. *

Agree
 Disagree

10) For Indoor/Outdoor Gatherings: Participants are required to wear face coverings at all times. *

Agree
 Disagree

11) The Group leader must complete an attendance roster indicating the names and a contact number for all participants (enclosure 2). If the participant is a minor, the parent/guardian must also be listed. By listing one's name on the attendance roster, each individual or the individual's parent/guardian agrees to abide by the above requirements and also affirms that: a) During the last 14 days, the individual has not had and is not presently experiencing any of the following symptoms: fever, cough, shortness of breath or difficulty breathing, sore throat, chills, new loss of taste or smell, new onset of head or muscle ache, nausea, diarrhea or vomiting. b) In the past 14 days the individual has not been in close proximity to someone experiencing the above symptoms, or has not been around someone who is under investigation for or tested positive for COVID-19. *

Agree
 Disagree

12) At the conclusion of the group gathering, the Group leader is responsible for making sure the space, including furniture used, is returned to its original layout. *

Agree
 Disagree

13) The Group leader is responsible for bringing a trash bag, collecting all trash and placing it in the outdoor trash receptacles in the rear of the church building at the conclusion of the meeting. *

Agree
 Disagree

14) The Group leader is responsible for submitting the attendance roster to the LUMC Pastor within 48 hours of the group meeting. This information must be completed each time the group meets. *

Agree

Disagree

15) During this time, no food or drink will be served or shared during these gatherings. *

Agree
 Disagree

16) Due to the deep cleaning necessary for COVID-19 preparedness, there is a cleaning fee of \$25.00 associated for every small group gathering – with the exception of church-sponsored organizations (Alcoholics Anonymous, Red Cross Blood Drives, and Scouting). Event cleaning fees should be pre-paid by check at the church office. *

Agree
 Disagree

17) Failure to comply with these guidelines and any other previously agreed upon may result in the Group being asked to stop their gathering, depart the premises, and no longer being able to meet at LUMC. *

Agree
 Disagree

C. COVID-19 High Risk Demographic

Based on what we know now, those at high-risk for severe illness from COVID-19 include the following traits and are, for their own safety, encouraged NOT to attend small group gatherings at LUMC until the COVID-19 pandemic has passed:

- [People 65 years and older](#)
- *People who live in a nursing home or long-term care facility*

People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:

- *People with chronic lung disease or moderate to severe asthma*
- *People who have serious heart conditions*
- *People who are immunocompromised*
 - *Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications*
- *People with severe obesity (body mass index [BMI] of 40 or higher)*
- *People with diabetes*
- *People with chronic kidney disease undergoing dialysis*
- *People with liver disease*

D. Small Gathering Mandatory Attendee Requirements – Must be followed to participate

- These requirements cover gatherings of prospectively 50 persons (e.g., weddings, funerals or memorial services) and require “all hands” to screen their own health using the Health Acknowledgment Form (HAF) before attending an in-person worship service or other gathering. One of the following two methods of health acknowledgement must be used for every in-person gathering of any kind:
 - Use the Conference’s on-line, fillable HAF that anyone can complete at <https://www.evc.vaumc.org/home/>. Once completed, the form goes directly to Pastor Scott. If there is a need to complete the HAF manually, it may be download from the Conference website at <https://vaumc.org/return>, printed, and sent to the church office. Lastly, in cases of no on-line access, those planning to attend a gathering may call Pastor Scott and complete the form over the telephone and a verbal acknowledgement will be noted by him.
 - The health screening poster will be posted clearly at the Monroe entrance and utilized there for each in-person gathering for in-person individual screenings. Each person entering who has not submitted an HAF already must:
 - read the form as printed on the poster,
 - affirm ‘yes’ to all of the statements on the poster to the small gathering group leader and
 - provide their name and contact information, which the small group leader will log and turn over to the pastor for safekeeping within 48 hours (preferably by placing the roster in an envelope and sliding it underneath his personal office door).
 - Small Group Leader’s will remind everyone and ensure all are socially distanced throughout the event.
 - Persons who cannot affirm ‘yes’ to all the statements on the form will not be allowed to enter main facility and will be politely encouraged to depart (until they can successfully screen).
- If a prospective attendee is unable or unwilling to wear a mask, he/she will not be allowed to participate in any LUMC event on church property (indoors or outdoors).
- Day of the small group event:
 - Before leaving to attend the gathering, each attendee must:
 - Take his/her temperature. It must be less than 100.4 degrees Fahrenheit in order to attend worship;
 - If feeling ill, stay home; and
 - Bring a face covering (mandatory in Stage 2), additional hand sanitizer (if desired), and gloves (if desired).
- If any individual refuses to follow the rules and requirements, the individual will be politely asked to leave the in person gathering. If the non-complying individual refuses to leave the gathering, the Small Group Leader will immediately end the event and those in attendance must leave the church property.

Recommend Small Group Leaders share **Sections C-D** of this agreement with all attendees no later than one week prior to the event, and review with attendees before each gathering commences.

Small Group Leader Comments: (As applicable)

Small Group Leader:

Signature / Date

Printed Name

Approved
 Disapproved

Pastor Rimer:

Signature/Date

Pastor Comments: (As applicable)
