



Criteria for Inside Meetings

-- Revision Approved by Session in June 2021 --

Up until now, only selected individuals who were performing essential church tasks were permitted inside the building. It is our intent to re-open the building in a limited manner to committees of the church and small groups that have been associated with the church over the last year. Use of the church by any other small groups requires the approval of Session. As long as the Covid-19 pandemic statistics continue to meet our criteria levels (as specified below) for Northern Virginia, committees and small groups will be allowed to meet inside the building without prior Session approval if they adhere to the in-building meeting requirements outlined below. Any exceptions to the criteria or the requirements require approval of Session.

Criteria for Covid-19 Levels in Northern Virginia

To reopen to church committees and small group meetings, the levels of Covid-19 in the Northern Virginia area must be reduced to achieve the following:

- New cases must be below 1520 per week (~1/3 of average peak) for at least 2 weeks
- Daily hospitalizations must be below 20 (~1/3 of average peak) for at least 2 weeks
- Percent positive cases (7-day average) must be below 5% for at least 2 weeks

Committees and small group meetings in the church building will be suspended if any of the following happens:

- A person who has been in the building tests positive for COVID-19 – this includes church staff, preschool staff and children, church members, and anyone else who entered the building
- New cases and/or hospitalizations within the Northern VA area surge beyond the criteria above
- Percent positive cases (7-day average) rise above 5.5%
- State and/or local officials mandate closing for these types of meetings

Communication of Status to the Community

If the suspension for church committees and small group meetings is lifted and/or if it is re-imposed, that status will be communicated in the following ways:

- The ad hoc Emergency Contingency Committee will monitor the status and communicate changes to the Pastor, the Session members, Church Office Manager and the Pre-school Director
- The Church Office Manager will contact the webmaster to update the status on the website

- The Church Office Manager will notify the group leader of any meetings that are already scheduled
- The current status of the building will be posted on the front door by the ad hoc Emergency Contingency Committee
- The current status of the building will be communicated in the weekly email broadcast by the Pastor

In-building Meeting Requirements

Small groups and church committees may meet if they rigorously adhere to the following:

General:

- The meeting will be held in the Fellowship Hall, Room 215 or the church library
- No meetings will be held during preschool hours
- The meeting will be scheduled a minimum of one week ahead of time with the Church Office Manager by the meeting leader to avoid conflicts – the following information will be given to the Church Office Manager when the meeting is scheduled:
 - Name of the meeting
 - Date and time of the meeting
 - Leader's name
 - Leader's contact information

Leader responsibilities:

- One individual attending the meeting will be designated the leader of the meeting and will be responsible for adherence to the requirements by all who attend the meeting
- The leader will be responsible for setting up the meeting room ahead of time and restoring the meeting room to its original condition afterward
- If the leader of the meeting does not already have a key, the leader will be given a key to the building and, after the meeting, the leader will return the key
 - At the time the meeting is scheduled, a time for the leader to pick up a key will be arranged with the Church Office Manager
 - The leader will pick up the key from the Church Office Manager, or another church member designated by the Church Office Manager, at the church no earlier than one (1) day before the meeting
 - At the time the meeting is scheduled, a time for the leader to drop-off the key will be arranged with the Church Office Manager
 - The leader will drop-off the key to the Church Office Manager, or another church member designated by the Church Office Manager, at the church no later than one (1) day after the meeting
- The leader will maintain a record, solely for their own use, of those in attendance
- The leader is responsible for discovering if any attendees tested positive or exhibited symptoms of Covid-19 within 14 days after the meeting – if someone did, the leader is

responsible for notifying all meeting participants and the Church Office Manager (who will then inform Session and the Pastor) of this situation

- The leader is responsible for ensuring that individuals who are sick or who have a fever or who have been in contact with someone who has tested positive for Covid-19 do not enter the church
- After the meeting, the leader will ensure all surfaces that were used or handled (chairs, tables, counters, door handles, rest room faucets and counters, etc.) will be wiped down with disinfectant
 - The church will provide disinfectant wipes
 - The wipes will be located on a table near the entrance to the Fellowship Hall and will be marked with a sign that indicates that they are to be used to wipe down surfaces after the meeting
 - The sign will be posted by the ad hoc Emergency Contingency Committee
 - The ad hoc Emergency Contingency Committee will monitor the supply of the disinfectant wipes and replace the supply of wipes as needed
 - The wipes will be thrown away in the nearest trash container to the area being disinfected
- The leader will ensure that all materials brought to the meeting will be removed

Individual Responsibilities:

- Individuals who are not fully vaccinated will wear masks – even when speaking

Health Requirements:

- No individual may attend if they have been in contact with someone who has tested positive in the last 14 days
- No individual may attend if they have any symptoms of illness or a fever