

**Woodbury United Methodist Church (WUMC)  
Group Meeting Request Form**

As of October 8, 2020, group meetings of up to 25 participants are allowed as part of the approved WUMC COVID recovery plan. Meetings of more than 5 in-person participants must be approved by the COVID Recovery Team (CRT), using the meeting request form below. The approval process and compliance guidelines are provided in Att. 1. Smaller meetings do not require approval, but must comply with the same guidelines. The completed form should be submitted via e-mail to the church secretary, who will facilitate scheduling and the approval process, which can be entirely by e-mail. Non-church meetings also require submittal of the Facility Use Form for Board of Trustee (BOT) approval.

Request Submittal Date: \_\_\_\_\_

Name of Meeting Organizer/Owner: \_\_\_\_\_

WUMC Sponsoring Committee/Ministry: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_ Time, including setup/cleanup: \_\_\_\_\_

Max Expected Attendance: \_\_\_\_\_

Room Being Requested:  Fellowship Hall  Music/Assembly Room  Sanctuary

Room Configuration Being Requested (see Att. 1):  'Head Table' & Facing Chair Rows

Rectangular Facing Tables/Chairs  Rectangular/Circular Facing Chairs Only

Meeting Organizer/Owner Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

(\*signifies that Meeting Organizer/Owner is aware of and agrees to ensure compliance with WUMC small-meeting guidelines – see Att. 1)

**For 3<sup>rd</sup>-Party (Non-WUMC) Meetings**

Name of Organization: \_\_\_\_\_

3<sup>rd</sup> Party Applicant's Contact Info:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3<sup>rd</sup> Party Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of WUMC Facility Use Application: \_\_\_\_\_

WUMC BOT Meeting Liaison: \_\_\_\_\_

**WUMC Approvals (As Appropriate)**

Church Secretary (confirms scheduled): \_\_\_\_\_ Date: \_\_\_\_\_

BOT Chair (confirms BOT approval): \_\_\_\_\_ Date: \_\_\_\_\_

BOT Liaison (agrees to responsibilities): \_\_\_\_\_ Date: \_\_\_\_\_

CRT Chair (approval/denial): \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  Provisional Approval

CRT Chair Comments regarding reason for denial or provisional requirements:  
\_\_\_\_\_

Meeting Organizer/Owner Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

(\*signifies that Meeting Organizer/Owner understands and agrees to comply with provisional requirements specified by CRT Chair)

## **Attachment 1 – Group Meeting Approval Process & Compliance Guidelines**

### **Introduction**

In response to the 2020 worldwide Coronavirus (a.k.a., COVID-19) pandemic, the Woodbury United Methodist Church (WUMC) Church Council (CC) formed an ad hoc COVID Recovery Team (CRT) to define reopening plans, processes, and protocols to ensure the health and safety of our church family and compliance with NYAC, State of Connecticut, and insurance company guidelines, regulations, and/or recommendations.

As of October 8, 2020, WUMC group meetings with up to twenty-five (25) participants may be held as long as a meeting is approved by the CRT to ensure meeting organizers understand the guidelines documented herein and are willing to ensure compliance. Hybrid meetings are encouraged to allow those at risk or uncomfortable meeting indoors to participate via Zoom or call-in, both of which can be arranged by contacting the CRT Chair

### **Group Meeting Approval Process**

Meeting requesters should submit, via e-mail, a completed Meeting Request Form to the church secretary, who will determine if there are any schedule conflicts and facilitate the approval process. Note that routine WUMC Committee/Ministry requests require approval by the CRRT Chair only. Atypical requests may require approval by the full by the full CRRT Team, at the Chair's discretion.

The BOT must also approve WUMC facility use for all non-church events, using a long-standing BOT Facility Use Application and Approval process. In this case, the meeting request form requires the following signatures:

- 1) Meeting Organizer/Owner – signifying the meeting organizer/owner will ensure compliance
- 2) Church Secretary – confirming that the meeting has been scheduled, pending final approval(s)
- 3) BOT Chair – confirming BOT approval of the facility use application (for non-church meetings)
- 4) BOT Liaison – confirming willingness to fulfill responsibilities (for non-church meetings)
- 5) CRT Chair – confirming approval or denial (with reason) and additional comments/requirements if a meeting is provisionally approved.

The Church Secretary will 1) facilitate scheduling and approval process(es) and 2) retain copies of the following meeting records: completed/approved request form, attendance sheet, and meeting checklist.

### **Compliance Guidelines**

The following guidelines apply to all WUMC meetings and other meetings held on WUMC property:

- Group meetings are limited to no more than 25 participants; meetings of 5 participants or less do not require approval, but must follow remaining guidelines
- The meeting organizer/owner (or clearly identified delegate) is responsible for compliance with these guidelines and the responsibilities prescribed in the following section
- For non-church meetings by a third-party, a BOT Liaison must be named. This Liaison has the following responsibilities: opening/closing church, monitoring compliance with approved setup/configuration and admission criteria, and collection of meeting attendance sheet and checklist prepared by the meeting organizer
- Only three areas may be used for group meetings: Fellowship Hall (up to 25 people), Assembly Room (up to 9 people), Sanctuary (up to 25 people) (see room setup section)
- Augmented ventilation must be used to minimize aerosol buildup (see room setup section)
- ~8 foot social distancing and greater than 50 square feet per person must be maintained during the meeting and ~6 foot social distancing during ingress/egress
- Masks are required at all times; singing/shouting is not allowed
- No food or beverages may be distributed at the meeting.

### **Meeting Organizer/Owner Responsibilities**

The responsibilities for which the meeting organizer/owner is responsible are listed below. The meeting organizer/owner may delegate one or more tasks, but is ultimately responsible for ensuring compliance with guidelines documented herein and ensuring these responsibilities have been fulfilled.

- Scheduling of meeting space with church secretary
- Timely submission of meeting request (1 week or more lead time desired)
- Configuration of meeting area to satisfy meeting needs and ensure compliance with 8-ft social distancing and other requirements
- Disinfection of meeting area, ingress/egress areas, and nearest bathroom (before and after meeting)
- Implementation of admission criteria at check-in, completion of meeting checklist/attendance list, and submittal of documents to church secretary or BOT Liaison (see check-in process below)
- Enforcement of meeting safety requirements (e.g., non-contact protocols, wearing of masks at all times, social distancing) before/during/after meeting
- Handling of delicate situations involving non-cooperation; cancellation of meeting if necessary.
- Returning the room baseline configuration if modified

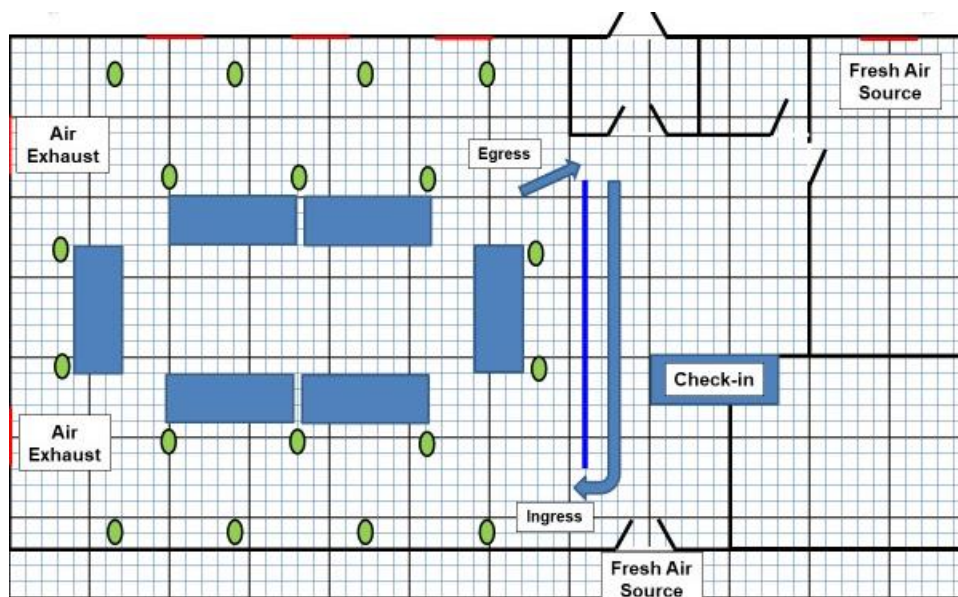
### **Room Setup, Configuration, and Ventilation**

Meeting organizers are encouraged to use the Fellowship Hall if possible because it can accommodate any size group up to 25 people, has ready access to restrooms, and its use eliminates the need to disinfect adjoining areas upstairs (e.g., church office, office foyer, Narthex). The Fellowship Hall will be maintained in its baseline configuration, which can accommodate 16 attendees in a group discussions.

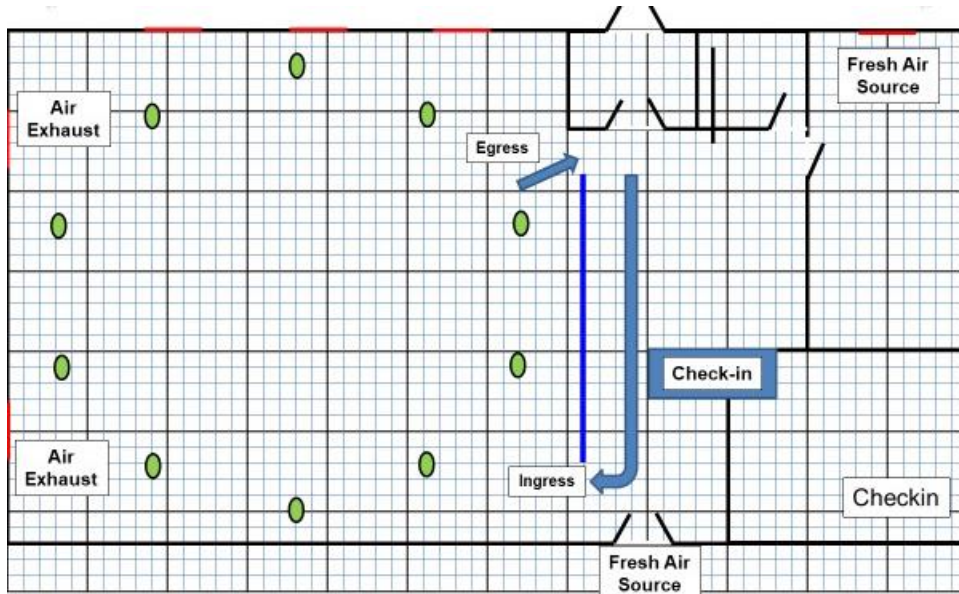
Three sample configurations for the Fellowship Hall are shown in Figures 1-3. The top configuration (Fig. 1) can accommodate up to 16 attendees, while maintaining 8-foot social distancing, and is considered the baseline configuration that will be maintained in the Fellowship Hall. The configuration shown in Fig. 2 is also conducive to group discussions and can accommodate up to 10 participants, which maintaining 8-foot social distancing. The configuration shown in Fig. 3 is more conducive to ‘lecture’ type meetings with a head table for meeting leaders and row seating for other participants. The is the only configuration that can accommodate up to 25 participants within the Fellowship Hall, while maintaining 8-foot social distancing.

All Fellowship Hall configurations use the same enhanced ventilation scheme, which must be used even in cold weather. The window in the small meeting room on the southside of the Fellowship Hall entrance must be opened to allow fresh air to be pulled in using a fan to be positioned in the meeting room door. Similarly, a fan should be placed in the hallway entrance to draw fresh air from the remainder of the lower level. Air is to exhausted to the outside by placing fans in the two northern windows.

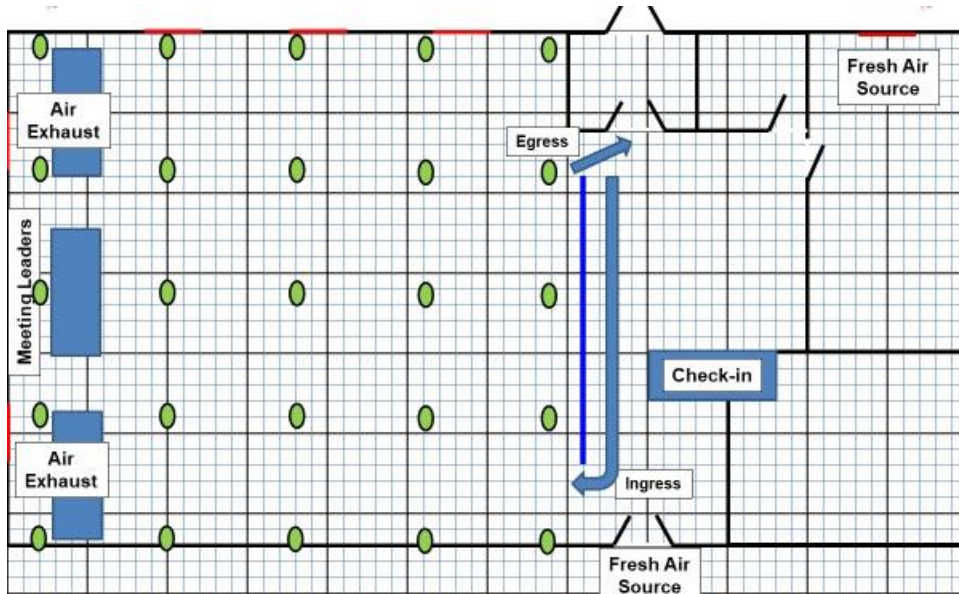
Participants for meetings held in the Fellowship Hall should use the one-person bathroom in the southeast corner. The kitchen and all other areas of the church are off limits to meeting participants. Pre/post-meeting disinfection can then be limited to tables/chairs used in the meeting area, common touch points in the Fellowship Hall, and the bathroom.



**Figure 1: Baseline Fellowship Hall Configuration (up to 16 participants)**



**Figure 2: Sample Circular Group Discussion Configuration (up to 10 participants)**



**Figure 3: Sample Head-Table and Row Configuration (up to 25 participants)**

The Assembly (a.k.a. Music) Room can accommodate small groups up to 9 participants. Two sample configurations are shown in Figures 4 on the next page. The left-hand baseline configuration is most conducive to group discussions and can accommodate up to 6 people, while maintaining 8-foot social distancing. The right-hand sample configuration is more conducive to ‘lecture’ type meetings and can accommodate up to 9 participants. The room should be returned to the baseline configuration upon meeting completion.

Both Assembly Room configurations use the same enhanced ventilation scheme, which must be used even in cold weather. Fresh air should be pulled in through the office doors from an open window in the office, using an exhaust fan in the southwest Assembly Room window.

Participants for meetings held in the Assembly Road should use the one-person bathroom near the sanctuary. All other areas of the church are off limits to meeting participants. Pre/post-meeting disinfection can then be limited to tables/chairs used in the meeting area, the bathroom, and common touch points in the assembly room and office hallway.

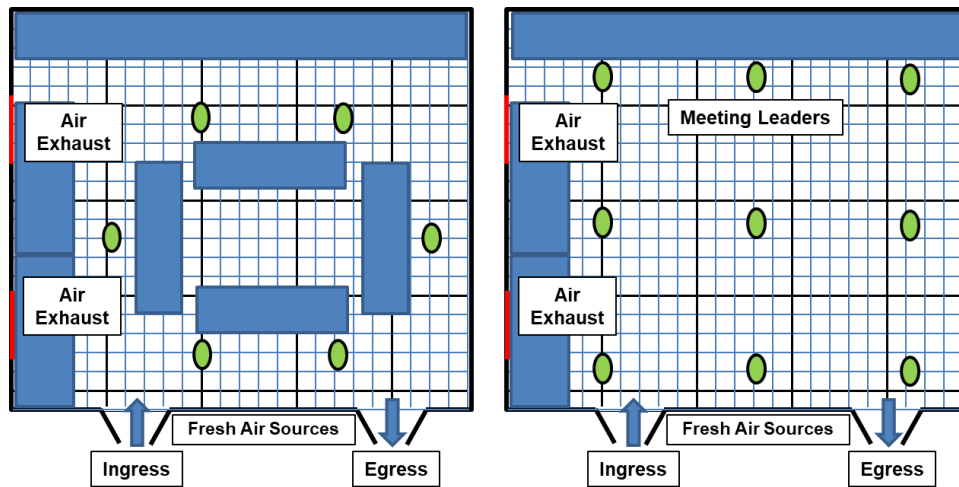


Figure 4: Sample Assembly Room Configurations (up to 9 participants)

‘Lecture’ type meetings can be held in the Sanctuary with meeting leaders being at the front of the room and other participants in every third pew using the same pews designated as available for worship services. When possible, use of the Sanctuary is discouraged due to higher burden to clean common touch points and a more complicated approach for introducing enhanced ventilation, which would require BOT support.

The following meeting setup checklist is applicable to all meetings and meeting rooms:

- Ensure the following are available at the meeting check-in location:
  - Signage (mask, social distancing, admission criteria)
  - Attendance sheet and meeting checklist
  - Spare masks for those that forget
  - Non-contact temperature sensor
  - Hand sanitizer and sanitizing wipes (at check-in and in bathroom)
  - Cup of sanitized pens and empty cup for used pens
  - Handouts, if any, to be available for self-pickup
- Configure tables and chairs per approved meeting request
- Disinfect meeting area and closest bathroom
  - Chairs and tables (if any)
  - Common touch points (light switches, door knobs, etc.)

### Check-in Process

The following check-in process should be used for all meetings regardless of meeting location or size:

- Apply Admission Criteria
  - Quick non-contact temperature check
  - Query regarding exposure to COVID and/or symptoms (fever/chills, shortness of breath, difficulty breathing, chest pains, coughing/ sneezing (not explained by seasonal allergies), fatigue, body aches, headaches, sore throat, recent loss of smell/taste, gastro distress).
  - Any attendee that has > 100.5F temp, had COVID-19 symptoms, close contact with another person having COVID-19 symptoms within the last 14 days, and/or is subject to CT imposed self-quarantine due to out-of-state travel to COVID hotspots will be asked to leave.
- Record Attendance (name and phone contact for each attendee)
- Communicate Meeting Requirements
  - Reminder of mask and social distancing requirements
  - Guidance on seating
  - Reminder of meeting restrictions (e.g., no singing)
  - Reminder to use hand sanitizer upon entry to and exit from meeting area
  - Reminder on restrictions on facility access outside of meeting area

- Provide Non-Contact Handouts for Self-Pickup (spare masks, agenda, etc.)
- Complete Meeting Checklist (see next section)

### **Meeting Checklist**

The following meeting checklist information should be captured by the meeting organizer/owner and submitted, via e-mail, to the Church Secretary, along with the attendance list:

- Name and purpose of meeting
- Name of meeting organizer/owner
- Sponsoring committee
- Date and time of meeting
- Number of attendees
- Meeting area and configuration
- Confirmation of compliance with the following meeting safety guidelines
  - Disinfection of meeting area, including nearest bathroom, before and after meeting
  - Implementation of admission criteria at check-in
  - Completion of meeting checklist/attendance list
  - Submittal of documents to church secretary
  - Enforcement of no-contact protocols, wearing of masks at all times, 8-ft social distancing, and use of hand sanitizer
  - Comments on any issues that needed to be addressed