

Facility Use Agreement – Trinity Presbyterian Church -Harrisonburg, VA

Group Size- 10 or fewer people

Trinity Presbyterian Church considers use of the building as a central part of our mission. At this time, we recognize the need for extra precautions to protect all members of the community. We encourage groups to explore and utilize alternative ways of gathering, such as online meetings, outdoor spaces, larger venues, etc. Groups still wanting to use space at Trinity will need to show that a safer means of meeting is not feasible. All group meetings will be assessed as to need and potential safety. Trinity reserves the right to cancel approval of any ongoing or scheduled meetings at this Church.

While recognizing that risks of acquiring contagious infectious diseases, such as COVID-19, cannot be totally eliminated, in order to mitigate risk we will use the following guidelines. Each approved group will designate a group leader who will be responsible for assuring all safety procedures outlined. Contact lists and waiver forms of all participants, including dates of use, must be maintained by the group leader for a minimum of 30 days and shall be furnished to the church and/or health department as needed. After building use, the group leader is responsible for completing the reporting form online within 48 hours to include a checklist of precautions followed, number of participants involved, date used, and time of entry and exit. The reporting form is available here:
<https://forms.gle/2bA4tZk3yJo8mgKF8>

Group Leaders should:

1. Determine, in conjunction with group participants, whether it is appropriate for the group to hold in-person meetings, realizing that some members may be high risk and prefer a virtual alternative.
2. Inform participants in advance of guidelines for facility use (as delineated below), and insure that all participants have completed the waiver prior to use of the building.
3. Ensure in advance that the group will have no more than 10 participants present.
4. Maintain a record of contact information, for at least 30 days, of participants attending each meeting in case contact tracing should become necessary due to a participant subsequently becoming ill or testing positive for COVID-19. A seating chart record may be helpful if feasible.
5. Notify Trinity and all participants as soon as possible if you become aware of a group participant becoming ill or testing positive for COVID-19.
6. Exhibit your support of CDC, State of Virginia and local guidelines both verbally and by example (wear a mask, maintain social distancing, use hand sanitizer after touching frequently contacted surfaces).
7. Realize that the longer the meeting the greater the risk to participants if one participant is subsequently found to have COVID-19
8. At the end of the meeting please use disinfectant spray and paper towels to wipe down door handles, chair backs, tabletops and other hand contact surfaces. Light switches may be wiped but not sprayed. Disinfectant spray and paper towels will be available at the entrance door and should be returned to this place when leaving.
9. Any use of the Audio/Visual equipment will require groups to pay an AV technician approved by the church to be present for the duration of the event, including setup and cleanup.
10. Schedule your meeting(s) through the TPC office at (540) 434-9556 or by email: office@trinitypresbyterianharrisonburg.org

Participant Guidelines and Waiver:

1. Do not attend if you or anyone in your household has experienced in the past 14 days or are currently experiencing symptoms of COVID-19 (such as fever, chills, cough, shortness of breath, chest pain), or other possible symptoms of acute contagious illness.
2. Bring and wear a face mask covering nose and mouth. If you do not have one contact your group leader prior to coming to the meeting to see if one can be made available.
3. Practice physical distancing by maintaining a distance of at least 6 feet from all other participants who are not part of your household.
4. Use hand sanitizer or wash hands thoroughly (> 20 seconds with soap and water) after touching commonly touched surfaces with your hands and before and after touching your face.
5. Bathroom facilities should be used only in case of emergency. If used, please follow the instructions posted in the bathrooms to sanitize after use.
6. Each individual participant must consider their own risk factors such as age over 60, immunosuppression, chronic lung disease, or other preexisting health conditions associated with worse outcomes of Covid-19, when deciding whether to participate in person.
7. Please note that there is no completely risk-free way to gather in person at this time. The decision to gather in person is an action taken at one's own risk. Trinity Presbyterian Church may not be held liable for exposure.

By signing this form, the participant agrees to follow the guidelines established and not hold Trinity Presbyterian Church responsible for exposure.

Participant signature

Date