

Crossroads Reopening Plan

This plan describes the preparations and protocols to be implemented to reopen Crossroads United Methodist Church (UMC) for in-person ministry in response to the COVID-19 pandemic. In-person ministry is defined as all church operations, worship services, special services, and small groups. This plan also addresses associated ministries such as the reopening of the HOPE Preschool, English as a Second Language (ESL) classes, and any other group that uses the Crossroads facilities for any purpose.

Objectives for reopening Crossroads to in-person ministry are focused on creating a safe and healthy environment for everyone involved in those ministries. Specifically, that requires implementing healthy practices, as defined by public health guidelines, for all age groups, including at-risk ministry participants. Therefore, this plan describes preparations and protocols that reasonably enable a return to in-person ministry based upon the best available public health guidance. Individual ministry participants will need to make informed decisions, based upon their individual circumstances and perspectives, to re-engage in in-person ministry based upon the facility preparations and safe operating protocols that are established in this plan. To that end, this plan includes a comprehensive communications component describing the information to be proactively made available to any interested party to assist them in making their own decisions about how and when to participate in affected ministries. That plan utilizes all the communication forums available to Crossroads, including emails and newsletters, our website, the GotGo app, and special signage posted around the facility. Additionally, this plan incorporates the guidance in the Technical Assistance Manual (TAM) provided by the UMC Virginia Conference.

To the maximum extent practical and possible, special considerations will be made for individuals that are not comfortable returning to in-person worship along the timetable and within the preparations and protocols established in this plan. Examples may include special worship services and enhancement of virtual-presence ministries.

The Crossroads Reopening Team (CRT) is responsible for updating the contents of this plan, as necessary, as public health guidelines are updated based upon the local pandemic situation. Change will be coordinated with the Crossroads Board of Directors, as appropriate.

Applicable Guidelines

A variety of public health guidelines are incorporated into this plan, including those from federal, state and local agencies, as well as the Virginia Conference of the UMC. Local public school guidelines also apply to the HOPE Preschool. Links to those sources are provided below:

- Commonwealth of Virginia: <https://www.virginia.gov/coronavirus/>
- Northern Virginia area: <https://www.loudoun.gov/5307/Coronavirus>
- UMC Virginia Conference: <https://vaumc.org/return/>
- Loudoun county public schools: <https://www.lcps.org/COVID19>
- Technical Assistance Manual, provided by the UMC Virginia Conference

The reopening plan details that follow incorporate the latest guidance from these sources, which are updated as the COVID-19 situation evolves.

Phased Approach to Reopening

As illustrated in Figure 1, Crossroads UMC is implementing a phased approach to re-establishing in-person ministry with a key milestone of September 6th, 2020 as the target date for in-person worship. Each phase builds upon the preceding phase regarding the level of in-person activity that is authorized and incorporates lessons learned and, as necessary, modified protocols.

Figure 1. Time-Phased Approach to Re-establishing In-Person Ministry at Crossroads UMC		
<ul style="list-style-type: none"> All phase timelines pursuant to national state, and local public health and VA Conference of the UMC allowances Social distancing to be implemented using the guidelines in place at the time PPE (face masks, gloves) to be used IAW protocols in place at the time 		
Preparation Phase (June-July)	Soft Reopening Phase (August)	New Normal Reopening (September)
<ul style="list-style-type: none"> Outdoor ministry activities authorized Max telework for church staff and limited facility access for others preparing to return Crossroads to in-person ministry Facility preparations defined and implemented <ul style="list-style-type: none"> Enhanced cleaning procedures and schedule Signage posted Emergency response procedures, including contact tracing, established General Operations protocols fully established and implemented On-line, streaming worship only Small "control" group access for essential services (e.g. praise and worship team) 	<ul style="list-style-type: none"> Outdoor ministry activities authorized Max telework for church staff encouraged On-line, streaming worship only Adult small groups allowed Gather and incorporate lessons learned from small groups and others regarding facility preparations, cleaning protocols, signage requirements, and general operating procedures 	<ul style="list-style-type: none"> Outdoor ministry activities authorized Max telework for church staff encouraged New Normal In-person Worship, including Korean church Small groups including Middle School and High School youth activities Special Events allowed on case by case basis (weddings, funerals, baptisms, etc...)

Small group ministries are defined as church groups (bible studies, classes, and other affinity groups) as well as non-Crossroads-affiliated groups such as Alcoholics Anonymous, among others. In general, youth activities will be phased in after adult activities and based upon age (e.g. older youth groups before younger ages) based upon the reasonable ability to enforce safe practices (e.g. social distancing and utilization of Personal Protective Equipment [PPE]).

In parallel with implementing this plan, the CRT is evaluating options for several special groups and services, as listed below:

- **English as a Second Language (ESL):** Special provisions are likely required to support the ESL program due to the significant number of teachers and students involved, the historical utilization of facility space and need for childcare, and communication requirements for those still learning to speak, read, and write English.
- **HOPE Preschool:** Due to the difficulty in safely opening a play-based preschool, Crossroads has made a difficult decision – HOPE Preschool will not open this fall. The HOPE Preschool Directors are looking for creative ways to engage with preschoolers and we are hopeful about possibly offering opportunities for preschoolers in the spring.

Reopening Protocols

Special protocols are required to safely reopen the facility for in-person activity. The following sections contain protocols for general operations, managing facility access and space utilization, facility cleaning, and exposure response. Protocols have also been established to enable specific ministries and activities such as worship and small groups.

General Operations

This section describes the general operations protocols to be implemented for all in-person ministries. Specific protocols for worship, small groups, and other ministries are provided in subsequent sections.

General Safe Operating Protocols

- All in-person activities shall abide by public health guidelines related to social distancing and use of PPE at the time the activity occurs.
- Food distribution shall be limited unless food is individually wrapped for single use.
- Minimize the use of shared resources, favoring electronic messaging.
- No physical contact, shaking hands, hugging or kissing.
- Allow interior doors to remain open to limit touching of door handles.
- Use separate doors to enter and exit the facility when possible. The entrance nearest the main church office (Entrance 1) will be used for facility entrance. Exiting the facility shall be done through the doors nearest the HOPE Preschool (Entrance 2). Doors will be marked accordingly with appropriate signage. Variations are allowed for Worship, as defined in the Worship Service section below.
- Limit use of bathrooms by shortening activities and worship services; Provide single-use barriers (i.e., paper towels) for use in touching door and sink handles in bathroom facilities.
- Limit use of or access to common use areas such as the kitchen
- Ministry leaders (e.g., small group leaders and worship leaders) shall ensure their ministry activities adhere to established protocols and shall remind participants of those protocols at the beginning of each event, whether those events occur in the Crossroads facility or outside the facility as part of a church-sponsored activity.
- Children and youth activities should consider practical and reasonable expectations regarding the enforcement of public health guidelines including the use of PPE and social distancing. As a result, a phased approach to restoring children and youth activities should be implemented based upon age and public health conditions.

Facility Preparations

- The facility shall be cleaned in accordance with (IAW) practical and reasonable public health recommendations.
 - Following a relatively long period of inactivity, the facility shall be thoroughly cleaned prior to the initial resumption of in-person activity. This includes purging and assessment of the water system to prevent legionnaires' disease.
 - The entire facility shall be cleaned at least weekly. Additional cleaning will be required depending upon utilization
 - Once a space has been used, it shall not be reused until it has been cleaned. Access to the facility shall consider availability of space based upon this cleaning requirement, which not only reduces the risk of exposure via effective cleaning but also via the time between activities conducted in that space.

- Common use items, such as copiers and printers, that are frequently touched shall be cleaned and disinfected at least daily and between uses (using bleach or Windex, not both).
- Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov2, the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional PPE (face shield and disposable garment) may be required depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
- Signage shall be posted around the facility describing the safe operating protocols in effect at any given time.
 - Occupancy limits for each facility space, including special considerations for different space configurations (reference Attachment A)
 - Information on social distancing reminders and other safe operating protocols (washing hands, covering coughs and sneezes and properly wearing a face covering) shall be displayed as infographics or other graphical methods.
- Supplies shall be readily available outside the sanctuary, and other rooms for healthy hygienic behavior including soap, hand sanitizers and no touch trash cans.

Staff Operations

- **Staff:** Staff shall be encouraged to continue maximum use of telework throughout implementation of this plan. For activities requiring facility access, staff shall not be forced to support those activities but, rather, shall be asked to volunteer based upon their individual circumstances. Staff should recognize the importance and risks associated with working under the pretense of possible COVID-19 exposure by signing the waiver. Staff shall also:
 - Monitor their temperature daily before arriving for work at the church.
 - Wash hands frequently or use available hand sanitizers whenever possible.
 - Wear a face covering while in the workplace with others.
 - Maintain 6 feet and practice social distancing as work duties permit in the workplace.
 - If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
- **Office Hours:** Office hours shall be limited to the minimum necessary to support facility activities and shall be posted on the website.
- Facility access shall be controlled by the church staff, limiting access as defined in each phase of this plan. Records shall be maintained regarding each person or group that enters the facility.

Facility Utilization (Reservations and Health Questionnaires)

Attending a Crossroads-sponsored event, whether indoor or outdoor, requires utilization of a reservation system that incorporates an individual Health Questionnaire. Reservations are required to ensure events do not exceed reduced occupancy limits (Attachment A). It is important to understand the roles and responsibilities of Group Leaders in this process.

➤ **Group Leader Roles and Responsibilities**

- A Group Leader is an individual who is responsible for organizing and leading an in-person event, whether sponsored by Crossroads or affiliated with another organization that uses Crossroads facilities.
- Each small group shall designate a Group Leader, providing that individual's name and contact information to the church
- Group Leaders are responsible for
 - Ensuring all safety and health protocols described in this plan are adhered to during their event(s).
 - Taking reservations for event participation
 - Administering the Health Questionnaire and recording affirmative responses
 - Providing the list of attendees and Health Questionnaire affirmative responses, as well as attendee contact information when available, to Crossroads UMC after completion of the event.
- The Group Leader shall 1) serve as the initial contact for group members who need to report a diagnosis, 2) serve as the primary communication link between Crossroads UMC and the group for informing the church of a positive diagnosis among the group and/or notifying group member of a positive diagnosis to which they may have been exposed.
- Group Leaders shall brief participants on all applicable safety and health protocols at the beginning of each event.
- Crossroads shall maintain a list of approved Group Leaders.

➤ **Reservations and Health Questionnaire Processes**

- Groups desiring to use Crossroads facilities must follow the Event Request process to reserve indoor or outdoor spaces/facilities. Specifically, reservations can be made by contacting the church office via email or via the Event Request form available on the churches website.
- Reservations are also required for individuals desiring to participate in any event at Crossroads. Reservations for small group or similar events will be coordinated by the Group Leader. Reservations for each event may be taken up to the occupancy limit of the space being used. Reduced occupancy limits have been established (Attachment A) based upon social distancing criteria.
- Individual reservations for worship will be coordinated by church staff using a process that will be implemented at least one week prior to the first in-person worship service.
- All participants shall complete a Health Questionnaire prior to being entering any Crossroads facility space and/or participating in the event for which they have made a reservation.
 - Participants will provide verbal answers to the Health Questionnaire (Attachment B) to the Group Leader, Greeter, or other designated event representative.
 - Affirmative responses will be recorded along with the participants name. All participants will be encouraged to provide their contact information for potential contact tracing needs.
 - For events where anonymity is required, Group Leaders shall provide a statement to the church affirming that all participants affirmatively responded to the Health Questionnaire prior to entering the facility and/or participating in the event.
 - Group Leader responses shall be provided to the church office within 24 hours of the event's occurrence and can be done so via telephone, email, or text message.
 - Health Questionnaire posters shall be posted at facility entrances articulating the questions to facilitate individual affirmations prior to entering the building.

Group Leaders shall also be provided and make available the Health Questionnaire to participants, as necessary.

- Per the Health Questionnaire, participants shall inform their Group Leader or contact Crossroads directly if they are experience two or more COVID-19 symptoms after participating in an event. Group Leaders shall relay that information to Crossroads and, to the extent possible, notify event participants of possible exposure. All such notifications, whether performed by the Group Leader or Crossroads staff, shall protect the confidential health information of the person reporting the potential or actual exposure in accordance with HIPAA requirements.

Crossroads Outdoor Space Utilization. Outdoor spaces may be utilized per the following guidelines.

- Groups desiring to use outdoor spaces must reserve that space per the process described above.
- Groups must bring their own chairs or other equipment, as may be required
- Groups shall be limited to no more than 50 participants or the occupancy limit established for the space being utilized (e.g. the courtyard can only accommodate 35 people under social distancing guidelines)
- Despite national and local public health guidelines that may not require face coverings for outdoor activities when social distancing can be achieved, face coverings are required until such time as the UMC Virginia Conference removes that requirement.
- Unless specifically requested and approved, no facility access is permitted; participants may only access the outdoor space via external access points. Bathroom usage is allowed following the protocols below.
 - Attendees will be reminded that restrooms should only be used when necessary.
 - Only the restrooms at the far end of the building will be used (HOPE Preschool area).
 - Event monitors will be stationed by Entrance 4 to guide attendees to the restrooms and ensure that only one person is in each restroom at a time. Monitors will also ensure people maintain social distancing should there be a waiting line. Restrooms will be “converted” to unisex facilities. Adults can accompany young children needing assistance.
 - Signs will be placed in the restrooms to instruct people to use paper towels while touching any surface in the restroom, faucets, stall doors, toilet handles. If we are not able to install automatic door openers on main restroom doors then we need to place sign on the inside of each door reminding people to use paper towels to open the door as they leave.

COVID-19 Exposure Response Protocols

*Based on [“Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 \(COVID-19\)”](#), May 2020 CDC and the document entitled “Advice on the use of masks in the context of COVID-19” published April 2020 and updated June 5, 2020 from the World Health Organization that masks be worn inside buildings at all times, and outside of buildings if unable to maintain social distancing or age 60 and above. However, the definition and results concerning **asymptomatic AND pre-symptomatic** COVID-19 positive individuals in this document have been corrected and adjusted by the Director of the NIAID, Anthony Fauci MD (and others) to reflect the fact that both individuals are capable of transmitting the virus.*

Onset of Symptoms or Sickness: If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee

during this time would be considered exposed. A designated area will be established to isolate anyone who becomes symptomatic while in the church facility.

Posting Health Care Contact Information: There shall be posted in high traffic/high visibility areas to include, but not be limited to: dialing 911 for emergencies, the church's address, and telephone numbers for local emergency departments and responders.

What to do if Crossroads employee or parishioner is suspected or confirmed to have COVID-19 symptoms of infection

A potential exposure means being in a household contact or having close contact with a symptomatic individual (confirmed or suspected COVID-19 positive). In such a situation, the following protocols should be implemented.

- Employees will be sent home immediately if they show signs of being symptomatic (fever, coughing, chills, flu-like symptoms such as diarrhea, fatigue, intestinal discomfort, muscle soreness, sore throat, headache, loss of smell or taste. Follow-up should be done by the employer to ascertain the status of COVID-19 testing or medical intervention.
- Parishioners or other Crossroads group participants will be removed from the sanctuary or other room and encouraged to seek medical advice (for testing) and sent home. If there is a medical emergency combined with COVID-19 symptoms preventing safe movement, the sanctuary or room may be evacuated.
- Determine individuals that may have been exposed to the virus.
 - Inform employees/parishioners of their possible exposure to COVID-19 in the building but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#)[external icon](#).
 - Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees/parishioners to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).
- Notify the Crossroads UMC Board of Directors of any positive diagnosis or potential exposure as soon as possible.

Worship Services (Note: We are still developing detailed worship service plans and will submit an updated reopening plan for approval as we approach our planned reopening date)

Entering the Building

- Use weatherproof tape to mark spots 6' apart on all sidewalks and walkways to help guide people in proper social distancing as a line forms to enter the building.
- Use only the far left and far right doors for Entrance 1. Keeping the middle door locked will help keep people apart as they enter and allow two people to enter the building at the same time. This will become more important in cold weather.
- Use tape to mark socially distanced walkways in the main hallway. Those entering through far left door are guided past the first Sanctuary entrance and enter the Sanctuary from the doors at the far end of the main hallway. Those entering through the far right door will be guided to enter the sanctuary through the doors on the right closest to the main entrance.
- Both Entrance 1 and Entrance 2 will be used to access the building using similar procedures, but there will only be room to allow one person to enter the double doors at a time.

- Two levels of door Greeters will be positioned at those doors as well as well as Greeters and Guides.
 - The first two Greeters be positioned outside the building to ask for names, check off the name on the reservation list and ask the appropriate updated health questions before directing individuals through the main doors.
 - The second group of Greeters will be stationed inside the doors to help remind people to follow the lines to their designated doors to the Sanctuary. They can gently remind people of the importance of social distancing at all times and that masks must be kept in place at all times while in the building.

Entrance to the Sanctuary – Role of Ushers

- The Ushers positioned outside the Sanctuary doors will warmly greet and welcome people maintaining a distance of 6’ at all times. There will be nothing to hand out.
- A second group of Ushers will be positioned inside the Sanctuary doors to help guide people to available seats and help families find groups of chairs appropriate for their number of family members. Ushers may need to move chairs to accommodate the groups. At no time are individuals who do not live in the same household to be seated together during the service.

Exiting the Sanctuary –Individuals/families will be escorted from the Sanctuary by the Ushers using the guiding lines or marks on the floor in the main hallway. The Ushers will see that the flow of exiting the Sanctuary remains steady and does not cause crowding in the main hallway.

Coat Racks – No coat racks will be provided during this time. All attendees will need to keep coats and personal items with them either on or under their chairs during the Service.

Restroom Use During Worship

- We will remind attendees at the beginning of worship that restrooms should only be used when absolutely necessary.
- The larger restroom at both ends of the building will be available for use on Sunday mornings. Ushers/Greeters will be stationed in Fellowship Hall and the hallway at the Children’s Wing to guide attendees to the restrooms at the far end of the building. Each restroom will have a Monitor stationed outside to ensure that only one person is in each restroom and to maintain social distancing should there be a waiting line. Restrooms will be “converted” to unisex facilities.
- Signs will be placed in the restrooms to instruct people to use paper towels while touching any surface in the restroom, faucets, stall doors, toilet handles. If we are not able to install automatic door openers on main restroom doors then we need to place sign on the inside of each door reminding people to use paper towels to open the door as they leave. This will require purchase of several additional large trash cans to be placed outside the doors as well as additional trash cans inside restrooms.
- We are researching installation of touch free faucets and soap dispensers in all restrooms. Similarly, we are considering installing foot pedal apparatus to open main doors to the restroom so that no one has to touch the doors to enter.

Worship Service and Worship Team Protocols

- All elements of worship services will be performed in accordance with the guidelines provided by the Bishop in the Technical Assistance Manual.
- All participants and worship leaders shall wear face coverings at all times.
- Social distancing guidelines and our sanctuary space will allow us to position worship team ensembles of 5-6 instrumental musicians consisting of string instruments (guitar, bass, violin,

cello viola, piano, keyboards, harp, etc., but no brass or wind instruments) on the platform and on the floor level. Piano keys will be sanitized after each service. Only one person may use each keyboard instrument during any event.

- Microphones will be designated for each speaker at an event so that there will be no mic sharing during an event. All mics will be sanitized with an approved product for sanitizing microphones after each event.
- Technical Team Booth Guidelines – During the live Worship gatherings at Crossroads before COVID 19 our services required 4-5 people in the booth at each Service to mix sound for both live in the room sound and the online streaming sound, camera operation and a media operation, plus a Director who also handled lighting changes. Social distancing guidelines do not allow us to have more than 2-3 individuals in the booth at one time. To comply with social distancing requirements, we will move the camera and online sound mixing down to the floor level in a separate designated area near the booth.

Special Events (Wedding, Funerals, Baptisms, et.al.)

Special events such as weddings, funerals, and baptisms will be coordinated on a case-by-case basis no earlier than the initiation of the New Normal Reopening Phase. Each event will incorporate the applicable guidelines from the TAM.

- Baptisms may occur as long as all other requirements for in-person worship are observed. The protocol found in “Resuming Care-Filled Worship and Sacramental Life During a Pandemic” produced by the Ecumenical Consultation on Protocols for Worship, Fellowship, and Sacraments will be implemented to the maximum extent possible and practical:
<https://www.ministrymatters.com/all/entry/10369/resumingcare-filled-worship-and-sacramental-life-during-a-pandemic>.
- Weddings may occur as long as physical distancing (6 feet or more) and all other requirements for in-person worship are observed.
- Funerals may occur as long as physical distancing (6 feet or more) and all other requirements for in-person worship are observed.

Childcare and Children/Youth Ministries

Childcare has historically been provided during worship and numerous small group events, including ESL. Under the current restrictions, we will not be offering childcare for any event. This plan will be updated as conditions allow for providing childcare and updates posted to the Crossroads website. In the interim, the following protocols are established relative to children and youth.

- Children of all ages are allowed attend worship with their family. Families with small children are encouraged to sit near the sanctuary exit in case they need to leave for any reason during the service.
- Crossroads Kids remains suspended until conditions allow us to restore that vital ministry.
- In-person programs for middle and high school youth will be re-introduced in the New Normal Reopening phase per Figure 1, following all of the established safety and health protocols described in this plan.

English as a Second Language (ESP)

Special provisions are likely required to support the ESL program due to the significant number of teachers and students involved, the historical utilization of facility space and need for childcare, and communication requirements for those still learning to speak, read, and write English. Guidelines for all ESL activities are still under development.

Events Not Specifically Addressed in this Plan

The Crossroads Reopening Team (CRT) will provide guidance on a case-by-case basis for any event or activity not specifically addressed in this plan. Inquiries can be made by contacting the church office or directly contacting any member of the CRT. Contact information is provided on the Crossroads website and via the GotGo app.

Communicating Expectations

Communicating our reopening plan schedule and expectations for in-person events per that schedule is critical to building trust and confidence with all participants, volunteers, and church staff members. Communications started immediately upon establishing the Crossroads Reopening Team with the introduction of the team and its charter via our website, direct emails, newsletters, and virtual Sunday worship service announcements. Content has included both written and video media. We also conducted a survey to gather feedback on congregant desires and expectations throughout our reopening process. The CRT will continue to provide weekly updates regarding this plan and our progress towards reopening for in-person ministry. Specific elements of our communication will include:

- Website/GotGo app – We have posted and will continue to update Frequently Asked Questions and answers on our website. We will also post information videos and other content, including the approved reopening schedule for Crossroads and pertinent sections of this plan. We will also establish our Reservation and Health Acknowledgement Form process via these media.
- Emails and Newsletters – We will continue weekly updates regarding our reopening progress.
- Weekly Sunday Announcements – Appropriate announcements will be shared during virtual Sunday worship services. These services are expected to continue even after we restore in-person worship during the New Normal Reopening phase (Figure 1).
- Signage – We are developing signage to be posted throughout the facility, internally and externally, providing reminders of safe and healthy protocols in effect, occupancy limits, and emergency protocols. This includes facility entrance and exit doors and the HAF questions.
- Digital Signage – Using the digital displays already installed throughout the facility, we will continually run content similar to the signage information described above.
- Videos – We will use short, information videos throughout the reopening preparation and execution phases as additional reminders of safe and healthy operating protocols, emergency response procedures, and other pertinent information.

We will also provide instructions via our website, our GotGo app, and over the phone regarding the following:

- How to make a reservation for any in-person activity either sponsored by Crossroads or taking place on church property.

- How to prepare to participate in an in-person activity at Crossroads (Self-Health Assessment and Utilization of Personal Protective Equipment)
- How to report a COVID-19 diagnosis or exposure if you attended an in-person event at Crossroads.

Attachment A. Occupancy Limitations

Room Name	Room Dimensions	Occupancy Limit*
Classroom #1	20 ft 8 in x 20 ft 3 in	9 people
Classroom #2	21 ft 5 in x 21 ft 5 in	9 people
Classroom # 9	22 ft 2 in x 18 ft 10 in	8 people
Classroom # 10	22 ft 2 in x 18 ft 10 in	8 people
Basement	55 ft x 42 ft	55 people
Discipleship Room	27 ft x 22 ft 10 in	15 people
Ryan Chapel	19 ft x 20 ft	10 people
Conference Room	15 ft 9 in x 13 ft 9 in	5 people
Fellowship Hall	44 ft x 42 ft	50 people
Sanctuary	85 ft x 55 ft	120 people**
Courtyard (Concrete Patio)	22 ft x 10 ft	6 people
Courtyard (Grass Area)	60 ft x 23 ft	35 people
<p>*Based upon 6-foot social distancing guidelines</p> <p>** Capacity could be less based upon seating arrangements implementing social distancing guidelines for individuals and families.</p>		

Attachment B. Health Questionnaire

1. **SYMPTOMS:** I have not had two or more of the following symptoms of COVID-19 in the past 14 days:
 - a. Fever
 - b. Shortness of breath or difficulty breathing
 - c. Chills
 - d. Persistent Cough
 - e. Flu-like symptoms
 - f. Diarrhea or intestinal upset
 - g. Fatigue
 - h. Sore throat
 - i. Headache
 - j. Muscle pain
 - k. Recent loss of taste or smell

2. **CONTACT:** I have not been in contact with anyone experiencing symptoms of COVID-19 in the past 14 days.

3. **TESTING:** I have not tested positive, nor am I awaiting test results for COVID-19. *(Note: If you have tested positive for COVID-19 but have been symptom-free for 14 days, you are allowed to enter the facility and/or participant in the event)*

4. **HEALTH CHANGES:** I will immediately notify Crossroads UMC and/or my Group Leader if, after attending this event, I develop two or more symptoms of COVID-19. In that situation, I will also avoid contact with others and seek medical attention.