

Gravel Hill **YELLOW PHASE** Action Plan

PEOPLE

Authorized Meeting Groups

- **Must** schedule through the Office — **NO exceptions. (Dawn/Ashley only)**
- Meeting **must** be related to church function. No private reservations.
- Group **must** be 25 people or less.
- **Must** have a designated "Group Lead."
- The Group Lead will take temperatures upon arrival and provide access to cleaning supplies.
- Each attendee **must** sign and submit a Waiver to the Group Lead.
- Group Lead **must** create/maintain/submit accurate list of attendee information and assemble waivers. All documents must be provided to the Office on the meeting date.
- Group **must** follow Safety **AND** Cleaning Requirements.

STAFF/Leadership Teams

- Work remotely. Meet via ZOOM.

Volunteers

- Safe Sanctuary Clearances and Waivers required for small group meetings.

WORSHIP will continue ONLINE only.

SAFETY

Safety Procedures

- Face masks required. **PLEASE BRING ONE. No mask, no entry.**
- Group Lead greets attendees at front door and takes temperatures. **A 100.4° or higher is not permissible.**
- With the exception of the person taking temps, attendees **must** maintain a **six foot social distance, at all times.**
- Hand sanitizer must be used by each participant upon entering.
- Attendees must go directly to the scheduled meeting room.

Cleaning Requirements

- Information on cleaning supplies will be provided upon scheduling a meeting with the office.
- Group Lead is responsible for thorough cleaning of ALL touch points immediately after a scheduled meeting, including all surfaces touched between front door entry and meeting room. If a bathroom was used, it must also be wiped down.

FACILITY

Limited Building Use

- **Only meetings related to church function may be scheduled — NO exceptions.**
- Group **must** be 25 people or less.
- Groups may include: youth group activities, Bible studies, and church fellowship opportunities.

Restrictions

- Safety Procedures and Cleaning Requirements **must** be followed.
- No non-church functions allowed.
- Unscheduled individuals may **not** enter the church building.
- The building will remain locked and unauthorized fob use will be monitored.

Special Notes:

- Gravel Hill Christian Child Care is open from 6:00am to 6:00pm, Monday through Friday.
- No functions will be scheduled during hours when the Child Care is open.
- Anyone who schedules (Group Lead) use of the facility must clean following their meeting.
- Look for a NEW Action Plan when Gravel Hill receives the date for the beginning of the **Green** Phase.

The Group Lead is required to:

1. Schedule meetings through Dawn/Ashley in the Office — **NO exceptions. NO unscheduled meetings.**
2. Ensures that each attendee has a face mask. No mask means NO entry.
3. Record, maintain and submit an accurate list of attendees including, name, address, phone and email.
4. Collect signed Waivers from each attendee and submit to the Office with other documents.
5. Ensure adherence to safety AND cleaning procedures.

