

**User Group Protocol Checklist**  
**Lutheran Church of the Good Shepherd**  
**September 25, 2020**

	<b>Person Responsible</b>	<b>Done</b>
<b>Communicating Proper Protocols to all Members Prior to Re-entry</b>		
Communicate to all members that those who are ill or have any common COVID-19 symptoms (cough, fever, shortness of breath, runny nose, or sore throat) must not attend. Encourage everyone to use the <a href="#">online self-screening tool</a> before each gathering.	To be included in each group's notes to all members prior to re-opening.	
Communicate that individuals who have travelled internationally in the last 14 days, and individuals who have had close contact with confirmed COVID-19 cases in the last 14 days are prohibited by law from entering the place of worship.	To be included in each group's notes to all members prior to re-opening.	
Communicate that those with underlying medical conditions and those over 65 years old are at a higher risk of experiencing worse symptoms than others if they contract the virus.	To be included in each group's notes to all members prior to re-opening.	
Establish and communicate protocols for entrances/exits, physical distancing, hand sanitizing and other expectations to ensure safety, as well as requirements for safe meeting protocols to be observed by all members	To be included in each group's notes to all members prior to re-opening.	
Encourage those with pre-existing medical conditions to identify themselves so that extra precautions can be used by all those in close proximity to them.	Members of each group are responsible for the safe use of the meeting space and for the health and safety of their members.	
<b>Using the Facility Safely and Following Group Protocols</b>		
Facility-specific rules for participating in activities for each user group will be established by each group and filed in the office. They will include information for proper physical distancing for members during the meeting, proper mask wearing throughout the meeting, hand sanitizing protocols, entrance and exit protocols, and other protocols designed to keep all members safe during the meeting and when using the facility.	Group contact person is responsible for ensuring completion of these protocols and for ensuring that the church secretary has an updated copy.	
Posters displaying information about COVID-19 such as physical distancing, handwashing procedures, proper mask use and entrance restrictions will be posted throughout the building in strategic areas.	Each group will alert their members to these instructions as part of their information to members prior to re-entry to the building.	

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Each group will clean and disinfect high-touch/shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, stair railings, door handles on entrance and exit doors and surfaces of common use in the space <b>prior to and after use</b> . Cleaning solutions for this purpose will be supplied by the church and located in each meeting area.	Each group will prepare a checklist with specific duties assigned to designated individuals. A copy of this monthly schedule will be filed in the church office.	
A designated entrance and exit will be identified by the church for each user group and labeled with appropriate signage for that group. If only one door is used for a group, a staggered schedule of entering and existing must be established so members do not pass one another entering or exiting the building.	Each group will identify their exit and entrance doors as well as their staggered entry process in their protocols.	
Each user group must clearly indicate the route members are to use to enter and exit to and from their meeting space and indicate this on a floor plan filed in the church office. Floor markings will be posted by the church to indicate general traffic flow patterns.	Each group will ensure safe traffic flow for their members to and from their gatherings and file this with the church secretary.	
Hand sanitizer containing at least 60% alcohol content will be at each entrance and exit and throughout the facility and must be used when entering and when exiting the building. Hand sanitizer will be supplied by the church at each entrance.	Each group will share this expectation with all members in their information to members.	
Rooms and common areas not needed for group use will be closed and shall not be used by any group. The cloak room, nursery room and church office will not be available for use by meeting groups. All items in the place of welcome and other areas of building will be securely stored or removed as much as possible. Items in common areas will be removed and stored by the church.	Each group will indicate this restriction on the information they share with their members prior to re-entry.	
Only the areas outlined on each group's user protocols will be available to that group. Other areas of the building must not be used.	Areas of use must be outlined in group's protocol.	
Specific washrooms will be available for user groups; however, their re-entry protocols must designate that only one person is allowed in the washroom at a time and that person must use the sanitizing products available in the washroom to clean the area used (taps/faucets/door handles). Each group's protocols must designate this requirement in the information they share with their members prior to re-entry.	Each person using the washroom is responsible for the sanitizing of it after each use.	
Non-medical masks must be worn by all members of all groups. All adult attendees and children 10 years and over are to wear a mask. Each group will need to supply masks to members who do not bring one. Masks that are worn only once must be discarded in the garbage receptacles available in each meeting area.	Each group member is responsible for the proper disposal of their mask after they have finished using it.	

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Members of all groups are asked to keep required physical distance at all times and practice good hand hygiene and respiratory etiquette (cough and sneeze into their elbows or a tissue that can be discarded into a lined garbage bin, and washing hands afterwards).	To be included in notes to all user groups prior to re-opening.	
Black plastic chairs will be available for group use on the storage carts or placed where needed in the area. Groups are responsible to clean and re-store the chairs on the racks provided at the end of the evening's use.	Sufficient chairs will be available once groups notify the church office of the number needed.	
If the number of attendees in a group is larger than their designated meeting space can safely hold, considering social distancing recommendations, the group should consider a registration system or a scheduled staggered use of the area by their members. If a larger space is required, the church secretary should be contacted with this request; however, other spaces may not be available.	Each group will set up a registration system for members to indicate if they will be attending.	
A list with contact information is kept of attendees in case someone later tests positive for COVID-19 and their movements must be traced. As providing personal information is voluntary, individuals must consent and be notified of the purpose and legal authority of its collection. The information will be kept secure for two weeks before it will be destroyed or deleted. In case of an on-site exposure, lists will be shared with Alberta Health Services to enable contact tracing and notification to the church secretary of any possible exposure.	Each group must designate a person to maintain and store each meeting's contact list for 2 weeks for use by AHS in case of on-site exposure. Should a positive test be determined the church secretary must be notified. Additionally, should a positive test case be determined, the church will shut down the facility so that a thorough cleaning may be undertaken.	