WCRC Activity and Event Request Process during COVID-19

START

This applies to all WCRC-related activities, both on-site and off-site.*

As a leader of a church group or program I would like to organize an activity or event

E.g., worship services; programs (childrens, youth, adult, senior); ministries; gatherings; meetings

Is this a WCRC activity for <10 people, for < 1 hour, for <1 day/week?

— YES → **Is activity outside?**

— NO → **LEADER** completes WCRC COVID-19 Risk Assessment Form

Is activity outside?

YES

LEADER plans to include physical distancing, no shared food, no shared objects

ALL complete Self Assessment. Stay home if sick or any symptoms

LEADER records contact information of all participants

ALL follow COVID-19 General Expectations

NO

LEADER books appropriate space with **STAFF**, ensures no overlapping with other events

LEADER sets up space following COVID-19 General Expectations

ALL complete Self Assessment. Stay home if sick or any symptoms

LEADER records contact information of all participants

ALL follow COVID-19 General Expectations

Risk Assessment outcomes

IF LOW RISK

IF MEDIUM RISK

LEADER reviews COVID-19 General Expectations

LEADER submits to covid@willoughby.com

COVID-19 Response Team reviews and makes approval decision

If approved, **LEADER** follows same steps as LOW RISK

IF HIGH RISK

No further action: Event is not allowed

LEADER submits event & contact info to covid@willougbychurch.com

FINISH

*if activity is normally listed in church bulletin, it is considered a WCRC-related activity