



# First United Methodist Church

## Outdoor Gathering Checklist

*This checklist shall be completed before each outdoor event and placed in a file maintained by the church office. In situations which require clarification, refer to the most recent update of the guidelines on [holston.org](http://holston.org) and/or contact your District Superintendent.*

Person(s) completing this form: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of Event \_\_\_\_\_

### General Information:

- The District Superintendent has approved the congregation's plan.
- Plans related to the Holston Annual Conference guidelines have been clearly communicated and signs are posted to assist participants' understanding of healthy practices.
- Cloth masks, face coverings, or disposable masks are to be worn at all times by everyone present.** The church should provide masks to those who do not have them.
- Care has been taken to identify and communicate with the following:
  - Persons who are feeling sick or have a positive diagnosis with COVID-19 must stay home.
  - Those who are in vulnerable age categories, live with vulnerable persons, or have pre-existing medical conditions are encouraged to stay home.
  - Those who cannot safely wear a face covering should stay home (including young children under age 2, anyone who has trouble breathing, or anyone who is unable to remove the mask without assistance.)
- Attendance must be taken and attached to this form so appropriate persons can be informed if any attendees develop COVID-19.**

### I. Sanitation/Cleaning:

- Public spaces have been properly sanitized (especially high touch places like railings, door handles, seating, restrooms, etc.).
- Abundant hand sanitizer is available (at least 60% alcohol).

### II. Social Distancing/No Touch Protocols

- Seating and activities accommodate 6 feet of social distancing.**
- Use of indoor facilities should be limited.

### III. Other

- No group singing
- Church transportation may be used if drivers and riders use sanitizer before boarding vehicles and wear masks during the entire ride. Also, occupants should not exceed vehicle capacity.
- Sharing of food is allowed if the food is pre-packaged (manufactured), prepared and packaged (sack lunch), or served by limited people with masks and gloves. No potlucks or self-serve meals.