SMALL GROUP GATHERINGS AT IMMANUEL

As we begin to open our building to small groups (presently 10 or less), we do so knowing that keeping everyone safe must be a priority.

First we are asking you to protect yourselves and the other people in our building.

- Social distancing must be practiced at all times
- Please have a facemask with you at all times – please wear your mask if you cannot keep at least a six-foot distant from other people.
- Please wash your hands often. Hand sanitizers will be available throughout the building.
- If you are sick or if someone in your household is sick, please stay home.

Rooms can be reserved for small group Bible Studies and meetings beginning June 1. At this time only two rooms will be available. The Adult Education Room and the Conference Room are on the main floor in the school. Other rooms can be made available in the future.

To reserve a room:

- Contact the church office
- Please make arrangements with church staff to open door 14. The doors will be unlocked for entry. Please understand that our doors are controlled electronically and only a few people are able to lock and unlock doors.
- Door 14 will be unlocked when members of the group plan to arrive and will be locked 15 minutes after the Bible Study or Meeting begins.

General Information for meetings:

- Restrooms are located in the same hallway as your meeting room. Please if possible do not use other restrooms
- Please do not wander around the building
- There will not be childcare available at this time
- We are asking all groups to refrain from bringing food/drinks to share – participants can bring their own drinks

GROUP LEADERS:

- Please prop all doors open when you arrive and close doors after all participants have arrived
- Please take attendance
- Please wipe down any tables or chairs that were used
- Please also wipe down any door handles that were touched
- Please inform the church office if sanitizing supplies are running low.
- Please return the room to the way you found it at the end of your meeting
- Please check to make sure lights are off, doors are closed and locked as you leave.

When the State of Illinois allows larger groups to gather, we will begin using the Fellowship Hall.