

Protocols for Trinity Outdoor On-Campus Group Meetings and Events

All groups of any number using Trinity outdoor facilities will use the following protocols.

- Assign a person to be the Event Manager(s) who will:
 - fill out an Event Request form available at www.Trinity-pres.org/Covid 19/Event Request Form and submit for approval
 - be trained in protocol oversight
 - be on-site at all times during the event
- Determine the allowable campus outdoor space and capacity for safe gathering and social distancing according to Trinity and County guidelines
- Use sign-up application/registration to track attendance and ensure number of persons are within allowable limits; attendees must pre-register for event at www.Trinity-pres.org/Covid 19/Pre-Registration Form
- Check attendance at event from registration sign-ups to ensure maximum number of individuals is not exceeded
- Ensure proper PPE is available and readily accessible
 - hand sanitizer in various locations
 - masks upon entry for those who arrive without
- Instruct individuals to
 - wear face covering and sanitize hands often
 - maintain at least six feet distance
 - refrain from sharing food
 - refrain from sharing material/supplies
- If children are present, they must stay with members of their household at all times
- Tables and chairs from inside the church facility are not to be brought outside
- Use of restrooms is restricted to those near Fireside room entrance through the atrium glass doors, one person per room at a time with bathroom card provided
- Attendees cannot visit any other spaces in the building, including kitchen, sanctuary, office areas and classrooms
- If food is available at the gathering, it must be wrapped individually for pick up by attendees. Do not serve family style or share utensils.
- After gathering, sanitize and disinfect (with approved supplies)
 - surfaces including tables, chairs, doorknobs
 - restrooms (if in use during the gathering)
- Retain attendee list for a period of at least 2 weeks
- Notify staff of any suspected or reported exposure or illness; the Event Manager will then contact all attendees