

Campus-wide Protocols for Trinity Indoor Meetings and Events *(Revised August 2021)*

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

- Assign a person to be the Event Manager(s) who will
 - fill out an Event Request form and submit for approval
 - be trained in facility use and protocols
 - be on-site at all times during the meeting/event
- Rooms available for use are listed below with capacity limits. Event manager should ensure attendance at event does not exceed maximum capacity limits.
 - Sanctuary – 100
 - Fellowship Hall – 50
 - Fireside Room – 24
 - Covenant Room – 20
 - Kitchen – 5 (no cooking allowed; only brewing coffee and only heating & plating food)
- Ensure proper PPE is available and readily accessible
 - hand sanitizer in various locations
 - masks are required indoors for everyone ages 2 yrs and up (SMC mandatory guideline as of Aug 2021)
- Ensure proper ventilation in the room by opening outside doors, windows, and if available fans and air purifiers
- Instruct individuals to
 - wear face covering at all times while indoors
 - wash or sanitize hands often
 - be aware of spatial distance for those who remain ineligible for vaccine
 - refrain from family style food sharing
- The kitchen is closed to use unless arranged ahead of time. If food is available at the gathering, it must be prepared off-campus and 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