



# APC Gathering Guidelines

## during the COVID – 19 pandemic

Approved by Session on June 19, 2020; updated March 2021

*It is critical in this time of pandemic, to take steps to ensure the safety and well-being of APC pastors, staff, members, and visitors. Please understand the requirements outlined here are meant to ensure everyone has continued good health.*

Please review this policy carefully. If you have questions, contact the church office at 770-751-0033.

**If you or someone in your household exhibits symptoms or tests positive for COVID-19 after gathering, please contact the church office at 770-751-0033 or one of the pastors as soon as possible.**

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## APC Outdoor Small Group Gathering Guidelines

All attendees must have a temperature less than 100.4 degrees F and must check their temperature within one hour prior to arriving at APC or other place of gathering.

Any attendee with any of the following symptoms (or positive test) must stay at home:

- Fever
- Loss of sense of smell or taste
- Coughing
- Shortness of breath
- Flu-like symptoms
- Or if exposed to someone with the above symptoms or visited an area of increased outbreak in the past 14 days (not required for those who are fully vaccinated).

APC requirements:

- There must be a leader present to host the gathering and ensure these guidelines are followed
- The leader needs to schedule a day/time/location with the APC office
- The group leader must have a listing of attendees before the event
- That listing must be verified at day of event for contact tracing purposes and headcount
- Up to 12 people gathered in total
- Members who live together may sit together but everyone else must distance by at least six feet.
- Attendees must wear masks
- Attendees need to bring their own sanitizer, seating (or blanket, towel)
- No sharing of food or beverages.
  - Recommend increased physical distancing to 8-10 ft apart when eating or drinking (not wearing a mask).
- No sharing of any goods (passing of books, papers, etc.) to minimize risk of spread
- Use sanitizer as needed and sanitize any touched hard surfaces.
- No touching, shaking hands, hugging, etc.
- Going into the APC facility would be for emergency purposes only (first aid kit, restroom, etc.)
  - Leader must notify property if the facility was used to ensure sanitizing afterwards.

Contingency: should anyone develop COVID-19 symptoms post-gathering, all attendees will be notified



## APC Outside Memorial Garden Services Guidelines

All attendees must have a temperature less than 100.4 degrees F and must check their temperature within one hour prior to arriving at APC.

Any attendee with any of the following symptoms (or positive test) must stay at home:

- Fever
- Loss of sense of smell or taste
- Coughing
- Shortness of breath
- Flu-like symptoms
- Or if exposed to someone with the above symptoms or visited an area of increased outbreak in the past 14 days. (Not required for those who are fully vaccinated).

APC requirements:

- Need the family to submit a list of attendees in advance
- Services are limited to family members only
- Up to 25 in attendance (total with pastors) – may be grouped in household/family units
- List must be validated at the service for contact tracing purposes and headcount
- Family units may stand together but those who do not live together must distance by at least six feet.
- Attendees must wear masks
- No touching, shaking hands, hugging, etc.
- Use of the APC facility would be limited to emergencies only (first aid kit, restrooms)
  - Property must be notified to ensure the facility is sanitized afterwards.

Contingency: should anyone develop COVID-19 symptoms post-gathering, all attendees will be notified



# COVID – 19 Property Use Form

The church building remains closed. Church groups may meet outdoors on or off church property. The following areas can be reserved.

- Scouts Area
- Labyrinth
- Church Patio next to Fellowship Hall
- Outdoor Chapel
- Parking Lot in front of Narthex
- Parking Lot in front of Dayschool
- Back Parking Lot
- Front Lawn Area

## Small Group Church Gathering - Reservation

Event: \_\_\_\_\_

Date(s) and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Phone Nr: \_\_\_\_\_

Has Access Card: Y / N (if no access card, please fill in Access Card Request form)

- **Group leaders will be asked to communicate in advance with all participants to share the guidelines and safety precautions.**
- **Group Leader must send the church office a list of all participants after the group meeting.** This will allow for contact tracing.
- **Group leader must notify Property if the APC facility was used to ensure proper sanitizing.**

Church groups may hold outdoor gatherings of up to 12 people on or off APC property. Furthermore, all participants must be familiar with and follow APC gathering guidelines. Group leaders need a listing of attendees prior to the meeting and will use that listing for a headcount of all present.

There must be a person who will lead and host the gathering; ensure all attendees have done temperature checks; ensure all attendees affirm they do not have any symptoms per the guidelines, have not been exposed to anyone with symptoms or tested positive for COVID-19 and have not visited a known 'hot spot' in the past 14 days. The leader will organize access to the building in the event of an emergency and guarantee all attendees follow guidelines.

**I have read the COVID – 19 APC Gathering Guidelines:**

Group Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Checklist for Group Leaders

1. Fill in the Property form and send it to the church office ([office@alpharettapres.com](mailto:office@alpharettapres.com)). Upon approval, you will receive confirmation from the church office.
2. You may publicize the event by contacting the church office to have it added to "The Good News". The Good News is sent every Thursday.
3. Before the event, send all participants an email with all information regarding safety measures (You may copy these guidelines).
4. Before the event, print a participant sheet with the names of all participants to check off who attended. You may also want to bring along these guidelines.
5. Make sure you mark attendance along with phone numbers during the event. Please do NOT pass around a sign-up sheet, the paper and pen can transmit disease.
6. After the event, send the participant sheet to the church office. The church office will keep a file to ensure contact tracing in the event a participant or someone in a participant's household becomes ill after the event.
7. Contact the church office in case the church building had to be accessed due to an emergency or use of restrooms. The church office will ensure the area(s) are sanitized.



# Event Participant Sheet – Example

**Event:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Group Leader:** \_\_\_\_\_ **Phone Nr:** \_\_\_\_\_

**Group Leader Signature:** \_\_\_\_\_

**Participants: (Please do NOT pass this sheet around!)**

	First and Last Name	Phone number	present
1	Group Leader		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

- **If the Church Building was accessed during the event, please inform the church office (office@alpharettapres.com).**
- **Send this form to the church address displayed in the footer, or scan it and email it to the church office (office@alpharettapres.com).**

