



COVID-19 Best Practices

- Church office hours are Monday-Thursday from 9:00am-5:00pm. If you need to access during that time we ask that you **schedule an appointment in advance. All individuals must enter through the Welcome Center doors, must wear a mask and sign in.**
- If a visitor is in the office the Church Staff will wear a mask while in common areas.
- The CLC building will not be used at this time for any groups or meetings, other than the TLC.
- Anyone wishing to use the church facilities must contact Tracy Barnes to reserve a space (indoor or outdoor). **No person will have general access to any of the facilities.**
- The leader of the group will be emailed a copy of the guidelines, the room occupancy and the link to the attendance sheet. The leader of the group will go over the Best Practices Guidelines at each meeting. The attendance sheet must be submitted within 24 hours of your meeting.
- Groups must follow occupancy guidelines and take attendance.
- Building access will be granted during the time of your scheduled meeting, leaders will be granted access 30 minutes prior to the start of the meeting.
- Those attending an in-person meeting/gathering must enter the building using the door closest to the assigned room.
- If there is a positive case from someone in attendance, pastors must be notified immediately.
- Indoor rooms will only be used once per day, to allow for proper cleaning.
- Masks are required for everyone attending any indoor meeting or gathering.
- No shared communal food. Bring your own food/snacks and drink or box style meals.