



# St. James Lutheran Church

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[www.StJamesGettysburg.org](http://www.StJamesGettysburg.org)

## Small Group Gathering Guidelines

(The church reserves the right to make adjustments to these guidelines or close meetings at any time.)

1. Any group requesting to use St. James Lutheran Church as a meeting place must contact the church administrator (Katy Clowney) at least one week in advance of the planned meeting. (717-334-2012 x201 or [kclowney@stjamesgettysburg.org](mailto:kclowney@stjamesgettysburg.org)). At this time you must provide the
  - a. name of the group
  - b. date and time of the meeting
  - c. number of participants that will be attending
  - d. meeting contact person and their contact information
  - e. Group leader name and their contact information (may be the same as the meeting contact person); the group leader is responsible for advising and monitoring all of the Small Group Gathering Guidelines

You will be notified once the request is approved and provided with a room number for your meeting. The church staff will discuss the meeting proposal at Monday staff meetings; the group contact person will be notified of the decision following the Monday staff meeting. The Group leader is required to acknowledge they received these Guidelines and they will adhere to them.

2. Maximum Group size is determined by the size of the room and will be limited to a maximum size of 25 participants.
3. Participants should use doors to enter and exit the building based on guidelines from the church administrator or building superintendent for the meeting. This is necessary to minimize congestion and interaction with individuals. ADA access arrangements can allow use of the back door which includes a ramp.
4. Groups who can, should provide a means of digital access for participants who are not comfortable attending or who, for medical reasons should not attend. Participants are asked to respect and protect the privacy of those not physically attending.
5. Participants who are sick or who have had close contact with a person with COVID-19 must stay home. Participants with a fever (fever is 100.4°F/38°C or higher), cough, or trouble breathing or experiencing flu-like symptoms must stay at home. Those with compromised immune systems or who are in a high-risk group are strongly encouraged to stay home and participate through digital access.

6. Meetings are to be kept to a length of 30-60 mins. (Longer duration increases risks.) Eliminate non-essential activities.
7. Participants are to minimize physical activities, singing, unison speaking and instrument playing.
8. Restroom use is discouraged due to proximity risk in the restroom. If it is necessary to use the restroom, only one person shall use the restroom at a time. (If someone enters while you are in the restroom, alert them to the fact that the restroom is occupied.)
9. Rooms will be assigned based upon the group size. Furniture provided will be plastic or metal to facilitate easy cleaning. All participants should face in one direction. Chairs will be placed at least 6 feet apart and are not to be moved. Windows and doors that are open should be left open during the meeting. Fans may also be utilized. Please understand that time must be allotted between meetings to allow for the rooms to be cleaned and vented.
10. Please give strong consideration as to whether physical contact can be limited among group members before scheduling your meeting.
11. Participants should not bring children to a meeting. There is to be no child care provided during meetings.
12. All participants are expected to adhere to the following:
  - a. Children under the age of 2 are not expected to wear a face mask.
  - b. Participants age 2 and older must use a face mask prior to entering the building. Masks are to be worn until all individuals are out of the building. Masks must cover the nose and mouth of all Participants. Participants not using a mask cannot attend, unless they fit the exception below.
  - c. Any individual who cannot wear a Face Covering/Cloth Face Mask due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a Face Covering/Cloth Face Mask without assistance, are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, also are not required to wear a mask. Other face coverings, such as plastic face shields, may also accommodate such disabilities.
  - d. If a child is outdoors and able to consistently maintain a social distance of at least 6 feet for more than 15 minutes from individuals who are not a part of their household, they do not need to wear a Face Covering/Cloth Face Mask.
  - e. Participants are expected to practice good hand hygiene by washing their hands with soap and water for at least 20 seconds. If there is not a sink in the room the group is using, use hand sanitizer that will be readily accessible in the meeting room; there are also wall mounted sanitizer dispensers in various locations throughout the building.

- f. Please maintain physical distancing of at least 6' at all times. There is to be no face to face activity.
- g. Should anyone meeting within the church contract COVID-19 or experience symptoms within 14 days of attending a meeting at St. James, they are required to contact Katy Clowney at the church office (717-334-2012 x 201 or [kclowney@stjamesgettysburg.org](mailto:kclowney@stjamesgettysburg.org)) Other Participants will be notified by the church that they have been exposed to an individual with COVID-19. They will be advised to stay home and self-monitor for symptoms.
- h. Individuals must use the inside of their elbow or cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands should be washed.
- i. Individuals MUST provide anything that they will be using during the meeting. (Pens, pencils, paper, Bibles, etc.)
- j. Food or drink is discouraged during gatherings. If you need a drink, please leave the room as your mask will need to be removed. The water fountain will not be available for use. If food or drink is available, it needs to follow CDC guidelines for safe handling.

13. All groups must follow the procedures listed below in order to contain COVID-19 through rapid identification of contacts for tracing.

- a. One participant from each group must be designated as the responsible group leader.
- b. The group leader will register everyone entering a meeting.
- c. Prior to meeting, create an attendance sheet with contact information (email and phone); if you would like an attendance sheet template, please contact Katy Clowney ([kclowney@stjamesgettysburg.org](mailto:kclowney@stjamesgettysburg.org)).
- d. On the attendance sheet, include the group name and the date of the meeting.
- e. As people come to the meeting, the group leader will check off their name; (DO NOT have participants sign in themselves.)
- f. New Participants are to be added the first time that they attend; along with their contact information.
- g. At the conclusion of the meeting, the group leader will place the completed attendance sheet in the box mounted outside the church office door. All attendance sheets will be kept on file within the church office.
- h. It is the group leader's responsibility to make sure that all group members are aware of the guidelines. If possible, guidelines should be shared with all group members prior to the first meeting. It is also important that group members know the room number for their meeting prior to their arrival.

14. The church staff will

- a. Provide a clean room that is set up in accordance with the CDC requirements.
- b. Have a designated church staff member responsible for maintaining the meeting registration, liaising with the public health department, and helping to identify and notify contacts if necessary.
- c. Notify local health officials if a person diagnosed with COVID-19 has been in the facility and communicate with the staff and participants about potential exposure while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws and in accordance with religious practices.

- d. Contact and advise those with exposure to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms.
- e. Close off areas used by the sick person and not use the area until after thorough cleaning and disinfection has taken place.
- f. Advise individuals with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until they have met CDC's criteria to discontinue home isolation.

I acknowledge receipt of these Guidelines our group will adhere to them.

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Group Name

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Group Leader

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Date