



## PHPC Outdoor Small Group Gathering Guidelines During the COVID-19 Pandemic

**Proposed by the PHPC Pandemic Task Force on September 13, 2020**

Church groups may hold outdoor gatherings of **no more than 12 people** on or off PHPC property. **Social distancing of at least 6 feet** is to be maintained at all times (which means no hugs, hand shaking, or other physical contact) and all participants **must wear masks**. All gatherings will be **BYOE: Bring Your Own Everything** (chair or blanket to sit on and a drink or snack if you choose) and will last **no more than 90 minutes**. Our building remains closed except for staff and essential personnel. Access to the church building will be for emergency only. Please plan accordingly. All on or off campus gatherings meetings are to be scheduled **through the church office**. Additionally, **group leaders** will be required to manage and track group attendance and to communicate guidelines and safety precautions in advance to all participants. At the end of the gathering, group leaders will submit an attendance report to the church office.

Please review the following documents and policies carefully.

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## Procedures for Group Leaders for Outside Socially Distanced Gatherings

Group leaders are responsible for ensuring participants adhere to the following guidelines.

1. Contact Marianne ([office@pleasanthillpc.com](mailto:office@pleasanthillpc.com)) to schedule date and location (front portico or back courtyard). Meetings located off church property should also be registered through the church office. All events will be scheduled in the Realm Calendar.
2. Ask your participants to sign up for the gathering using Realm. Participants MUST sign up ahead of time. If they encounter issues signing up through realm, participants can contact the church office to be registered.
3. Share the health screening and liability information with participants, and fill out the Health Screening and Attendance Record form. (if not available online)
4. Submit Health Screening and Attendance Record form to the office after event via e-mail. Failure to do this may result in your future events being canceled.
5. A tub will be available with hand sanitizer, extra masks, and 1<sup>st</sup> aid kit to use as needed. The tub for the portico will be located in a nook near the sanctuary doors, and the tub for the courtyard will be located by the preschool entrance doors.
6. Have attendees set up the chairs they bring in marked spots in the portico or back lawn/courtyard area. A couple of benches will be available in the areas for seating if an attendee doesn't have a chair. Only one person on each bench unless 2 people are from same family. If your group is meeting off-site, please measure and observe social distancing guidelines of 6 feet between people.
7. If you choose to use the picnic tables in the back, you can only have 2 people sitting diagonally across from each other.
8. Attendees need to wear masks for the entire event. Participants may remove masks briefly to eat or drink, but must be put back on as soon as possible.
9. In the event of inclement weather, you may need to plan to reschedule or hold your gathering virtually. The building will remain closed to group gatherings.
10. Please ensure that all food and trash is taken home at the end of the gathering. There are no outdoor trash cans at PHPC.

## Participant Guidelines for attending Outside Socially Distanced Gatherings

The guidelines below are provided with wisdom and safety in mind as we prepare to gather. We are navigating many recommendations and guidelines from state and federal public health agencies.

### Guidelines:

- BYOE: Bring your own everything: Chair or blanket, and water and snacks as needed.
- Seating: When you arrive, place your chair/blanket in the marked spot.
- Check-in: All attendees must check in with the group leader upon arriving. You will be asked health screening questions.
- Masks: Attendees need to wear masks covering their mouth and nose for the entire event. Participants may remove masks briefly to eat or drink, but must be put back on as soon as possible.
- Physical distance: Please maintain a distance of 6ft or more (estimate 2 arm lengths) between you and others.
- Hugs & high fives: We are all so grateful to see each other and it will be natural to want to reach out and connect physically with one another. Though it will be hard to do so, we discourage any physical contact at this time.
- Stay home: If you or someone in your household is experiencing COVID symptoms. This is a way we honor and love one another.  
Symptoms include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Restrooms: Our building remains closed except for staff and essential personnel. This means restrooms will not be available. Please plan accordingly.
- Contact Tracing: We will keep an attendance record. If you develop COVID-19 symptoms within two weeks of our gathering, please inform Rev. Katie Day at (904) 635-0990.



## Check-In & Health Screening

*We're glad you're here! In order minimize the risk in of contracting COVID-19 and to do our part to stop the spread, all participants must be screened first.*

Have you experienced any of the following symptoms in the last week that you cannot attribute to another health condition?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If your answer is “yes” to any of these symptoms, or are awaiting result from a COVID test due to direct exposure, we ask that you return home and monitor your symptoms and to be in touch with your health care provider. Hopefully, it will turn out to be nothing, but we are erring on the side of caution.

If you:

- Experience any of the above symptoms,
- come into close contact with a known COVID-19 positive case, or
- test positive with COVID-19

in the next week, contact Rev. Katie Day so that we can take appropriate action. Your name will be kept confidential, and shared only with health care officials if necessary.

I understand that any person entering the premises waives all civil liability against this premises owner and operator for any injuries caused by the inherent risk associated with contracting COVID-19 at public gatherings, except for gross negligence, willful and wanton misconduct, reckless infliction of harm, or intentional infliction of harm, by the individual or entity of the premises.

## Health Screening and Attendance Record

Group leaders are responsible for completing this form for their group, based on the responses of all participants. Please take a picture of or scan this record of attendance to send to [office@pleasanthillpc.org](mailto:office@pleasanthillpc.org) after your meeting. Failure to submit this form may result in cancelation of future gatherings.

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

	Name	Screening Questions							
		Are you currently experiencing any symptoms?		If I experience any symptoms I'll contact a member of the staff:		I will wear my mask at all times and maintain six feet of distance:		I have read and understood the information about waiver of liability	
1		Y	N	Y	N	Y	N	Y	N
2		Y	N	Y	N	Y	N	Y	N
3		Y	N	Y	N	Y	N	Y	N
4		Y	N	Y	N	Y	N	Y	N
5		Y	N	Y	N	Y	N	Y	N
6		Y	N	Y	N	Y	N	Y	N
7		Y	N	Y	N	Y	N	Y	N
8		Y	N	Y	N	Y	N	Y	N
9		Y	N	Y	N	Y	N	Y	N
10		Y	N	Y	N	Y	N	Y	N
11		Y	N	Y	N	Y	N	Y	N
12		Y	N	Y	N	Y	N	Y	N

## In the event of a Positive COVID-19 test

**What to do if someone at PHPC or a PHPC event later tests positive OR a member of their household tests positive.**

- **Person/parent** will call the GA Public Health Department at COVID-19 Hotline: **(844) 442-2681**
- Gwinnett/Newton/Rockdale County Health Department Hotline & Website: **(770) 513-5631**  
<https://www.gnrhealth.com/covid-19-info/>
- The county website/hotline will give the person/parent further instructions such as:
  - Locations of testing centers
  - Contact tracing
  - Any additional steps
- **Person/parent** will call Rev. Katie Day **(904)635-0990**
- Rev. Day will determine if the person was at a PHPC gathering in the past 14 days and pull attendance list for contact tracing when contacted by the GA Public Health Department.
- Rev. Day will notify the PHPC Pandemic Task Force to advise on next steps: building closure, cease gatherings, etc.
- For privacy, the identity of the person will be kept confidential.
- *The person and all members of their household must test negative prior to rejoining activities (follow GA Public Health Dept and CDC guidelines).*