

PHASE THREE
MINISTRY GROUP IN-PERSON MEETING PROTOCOLS
MANCHESTER UMC

1. During Phase 3 for in-person meetings/classes/activities, the building is locked. The North Administrative entrance is to be used for going into the building. No doors should be propped open.
2. The leader is responsible to let the members of their group in the building. Only those persons who pre-registered for the class are allowed entry. Each person entering the building completes a COVID Screening Form*; either a paper copy or online at [Manchesterumc.org/covid](https://manchesterumc.org/covid)
3. No childcare will be provided during this phase. Please do not bring children to class.
4. All individuals sanitize their hands upon entry.
5. All individuals wear a mask at all times.
6. Participants go directly to their assigned room; no lingering in the hallways.
7. Participants only use the restrooms that are designated as being open. All participants who use the restrooms must clean it after use per the instructions.
8. The leader, along with other volunteers as needed, set up the classroom.
9. All individuals remain at least 6 feet apart unless they are from the same household.
10. Individuals may use and are encouraged to use non-physical contact greetings (i.e., say "hi", wave at person, make a peace sign, etc.).
11. No food or drink is allowed in the building per the pandemic plan.
12. Handouts may be provided by leader by placing them on chairs/tables before the meeting.
13. No pens or paper should be shared by group members.
14. Upon completion of class, the leader, along with other volunteers as needed, will sanitize the classroom as per the Classroom Cleanliness Form. The leader will complete this form and return to the COVID Screening Form box.
15. All equipment (tables, chairs, pens, markers, etc.) should be returned as it was upon entering the room.
16. All participants must exit the building immediately following the conclusion of the class.
17. Leaders of each group must take attendance of all persons present. Please e-mail your attendance to sherri.estes@manchesterumc.org. Faith Formation Leaders will either mark attendance electronically in Community Login or email it to tiffany.conway@manchesterumc.org.
18. If questions or additional tables/chairs are needed for your assigned space, please contact sherri.estes@manchesterumc.org or 636-200-4723.

*Each COVID-19 Screening submission is good for only that day.

Classroom Cleanliness Form

Manchester United Methodist Church

Name of Responsible Party	
Date	
Room #	
Event/Class	

I verify that I have cleaned/completed the following (please check off each item):

Table Tops	
Chair Arms	
Seat Edges	
Chair Backs	
Door Handles	
Light Switches	
Cabinet Handles	
Pens	
Dry Erase Markers	
Trash Removed (if after hours) and Taken to the Outside Dumpster (West Entrance)	
New Trash Bag Put in Trashcan	
Tables and Chairs Put Away	
Lights, TV, DVD Player Turned Off	

Signature

Date

Please return this form to Sherri Estes in the Main Office. If after hours, drop inside box at the north entrance. Thank you.