

COVID-19 COMPLIANCE STANDARDS

Updated 11/25/20

The following compliance guidelines are basic measures to ensure your small group participants or counseling clients are protected.

How will your group participants enter your facility?

In order to mitigate the spread of COVID-19 we recommend that doors be propped open to eliminate group members from touching door handles, however as the weather gets colder, the outside doors can remain closed. We advise hosts to remind people to use hand sanitizer frequently whenever they touch a surface. We recommend that lights are turned on in advance for anywhere one may need to travel in the building. We will provide signage at property entrances that will ask participants to affirm their health before entering.

How will you as the group leader prepare the room for use?

We recommend the removal of all tablecloths, writing implements, or other items on tables. We require that tables be wiped down prior to and immediately after your meeting—our custodians will provide this service at church properties; counselors will need to provide this service between clients. We recommend that no paper handouts be distributed; instead provide email attachments. We recommend that only one person be designated to operate technology in your room, and that the computer, mouse, and any remotes be wiped down after each meeting. We require that a hand sanitizer dispenser be located in your meeting room(s)—we will provide at church properties. Please encourage people to bring their own Bible (or use online version such as the You Version Bible app).

How will your group provide for proper social distancing measures?

Many of our rooms contain tables surrounded by chairs. People should be located at least 6 feet from one another, probably only one person per table unless they reside in the same household. People should find a spot and stay there. Masks are required at all times.

How will your group handle the distribution of food and drinks?

We recommend that you avoid using food or drink at all. Nothing should be distributed by or among people. We will only permit individuals to bring their own drinks.

How will you accommodate those who need to use a restroom?

We recommend that restroom doors be propped open as long as privacy can be maintained. You must prepare and post a detailed explanation of sanitation procedures in all available restrooms for group members to follow—we will provide at church properties.

How will you communicate the guidelines for COVID-19 compliance to your participants?

We recommend that you post answers to the above questions in your meeting room and/or read them to participants upon arrival in your first meeting. We recommend that you send these

guidelines to them by email as well. When updates occur, please notify group members of the changes. We recommend reading these guidelines periodically.

How will you keep your group informed about their safety?

When you learn and confirm that a person who recently attended your group tests positive for COVID-19, we recommend that you inform others who recently were present that SOMEONE (without giving a name) had recently tested positive.

Can counseling clients wait in a designated area within the church prior to their appointments?

No, your clients should remain in their vehicles until you are ready to see them. When it is their appointment time you can call or text them and let them know you are ready and they should proceed directly to the counseling office.

These are COVID-19 guidelines were updated per new CDC and state guidelines as of 11/25/2020.

Let us know what other questions that you have. You can email, call, or text (cells), for more information.

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