Unity of Olympia

Policy for Small Groups During COVID-19

Any group of ten (10) or fewer persons shall follow the Policy for Small Groups During COVID-19 under the following conditions.

* Use of the property and buildings of Unity of Olympia must be approved by the Minister and the Office Administrator.
* Application may be made by email to office@unityofolympia.org.
* These groups may be allowed to meet during Washington State’s Phases 3 and 4 only if NOT prohibited by executive order.
* This policy is intended for those groups who are members of Unity of Olympia and those groups who have been regular renters prior to the pandemic.
* This Policy may be changed without notice to accommodate the requirements placed by the State of Washington.

1. There must be 6 feet of space between people. Members of the same household may be seated together as a single unit. There may be no direct physical contact between attendees.

2. All those in attendance in the building shall wear face coverings before, during, and after the service/meeting.

3. The group will submit a plan for keeping the number of meeting attendees at ten or less. The group will assign a Responsible Person to manage the number of meeting attendees.

4. Upon arrival at the building: The Responsible Person will confirm that each attendee signs in with name, email and/or phone number. Last name is not required. This log shall be kept for two weeks.

5. The Responsible Person shall inform all attendees that they must self-screen for signs and symptoms of COVID-19 before arriving at the building. Any individual with a household member who has been diagnosed with COVID-19 or with symptoms of COVID-19 (including a fever above 100.4oF) may not enter the building.

6. If an attendee comes down with COVID-19 in the week following his/her visit to the building, that person shall contact the group’s Responsible Person and Unity at [office@unityofolympia.org](about:blank). The group’s Responsible Person agrees to notify the DOH, as well as all those who were present in the building at the same time as the affected person, and provide the list of attendees to the DOH.

8. No singing shall be allowed and there shall be no youth activities.

9. If a financial collection is taken, the basket shall be stationary rather than passed around the room. The “counter” shall take safety precautions such as wearing gloves, placing funds in an envelope then washing hands thoroughly.

10. Use of restrooms shall be limited to no more than 2 people at a time.

**STAFF RESPONSIBILITIES**

1. Soap and running water shall be available in the restroom for frequent handwashing.

2. COVID-19 safety information and requirements, such as CDC, DOH, OSHA posters shall be visibly posted.

3. Alcohol-based hand sanitizers shall be provided to employees and attendees throughout the location, and cleaning supplies must be frequently replenished.

4. Ensure that tissues and trashcans are placed throughout the location.

5. Employee shall clean and disinfect high-touch surfaces after the service/meeting to include mirrors, chairs, doorknobs, handrails, and restrooms using soapy water, followed by the appropriate disinfectants.

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3/28/2021