



COVID Event Application

Event Name: _____ Date of event: _____

Time of event: _____ Total time on Faith
 campus: _____

Lead person: _____ COVID liaison: _____

Cell: _____ Cell: _____

Email: _____ Email: _____

Group Sponsoring Event: _____

Please attach the following for approval.

1. Fill out the first page of the COVID event application and attach a COVID protocol plan- include person(s) responsible for each part of plan. See *safety measures to consider* page when creating COVID protocol plan. Faith's Board of Trustees will approve/ deny event.
2. Delegate a COVID liaison for the event. This person will supervise overall COVID compliance on the day of the event. Contact Minister Eric Iki to discuss plans before submitting event application
 - a. Faith UMC ministries need to contact Minister Eric Iki to see if he's available for the event. If not, they must designate someone from their ministry group who will need to contact Minister Eric

After authorization of the event the following will need to be completed

1. All workers and Faith Board of Trustees will need to be emailed a copy of the COVID Protocol a week before the event. Workers cannot exceed 20 total
2. Attendance Sheet and acknowledgment. Not to exceed COVID limits. Turn in after event is finished in the mailbox and attn: Trustees
3. An Event Facility Check- list must be completed by the Lead Person at the end of the event and prior to leaving. Turn in to mailbox and attn: Trustees



COVID Faith UMC standards

You must adhere to these standards in order for your event to take place

Workers

- Masks worn at all time with social distancing of at least 6 feet at all time
- Symptom screening
- Tracking of all workers via timesheet
- Temperature check
- Minimization of workers to only necessary amounts (this is in compliance with the LA county public health guidelines) with a maximum of 20 volunteers

Participants

- Plan for minimizing/ eliminating contact with other participants and workers
- Safety including masks, gloves, hand sanitizer, symptom screenings, and safe distancing
- Symptom screening of participants
- Contact tracing initiative/ tracking of all participants and times when present. You may use the participant tracker sheet or one of your own. *Note- if it is impossible for you to track participants, the event will most likely not be approved.

Facility

- Posted protocol for workers
- Use gender neutral restrooms only. Restroom plan with a restroom monitor that includes proper cleaning if you will use our restrooms (properly wiping surfaces that have been touched after use). Faith ministries can use cleaning supplies (found in cleaning closet next to restrooms and in back storage adjacent to sanctuary) Surfaces are:
 - - door handles
 - - toilet flusher
 - - toilet seat
 - - handicapped bars
 - - faucet handle
 - - bottom of soap dispenser
 - - light switch
- Cleaning- all surfaces that have been touched need to be disinfected. This includes chairs, tables, doors, countertops, equipment, pens, and any other surfaces or items that may have been used by the workers or participants.
 - If event is over 2 hours, cleaning intervals need to be in place



COVID safety measures to consider

Workers

- Highly recommended that workers are low risk individuals (under 65)
- Contact tracking plan- in the event that there has been a positive COVID exposure during the event, create a plan to contact all those who have been exposed in order to check symptoms and recommend quarantining. (outside groups only)
- Ways to wash hands frequently

Participants

- Plan for minimizing/ eliminating contact with other participants and workers
- Plan for high risk individuals (over 65) if they feel unsafe attending
- Time slots to avoid crowding
- Temperature check

Facility

- Ingress and egress of cars and/or people with plans for emergency exits
- Food packaging and distribution if applicable or other items of distribution
- Equipment such as canopies and tables
- Room usage

Note: Please allow at least 30 days in turn around time. Due to the COVID pandemic, in the event that the Faith campus has had a significant exposure within 14 days of your event, the COVID reentry committee may close the campus and halt all events.

*Please feel free to reach out to Faith's COVID reentry coordinator if you need help creating a plan for the event.

Minister Eric Iki
Eric.Iki@faithsouthbay.org



Event facility checklist

- Wiped all high touch surfaces
- Restrooms have been sanitized and trash taken out
- Took out trash to dumpsters in back
- Put away all equipment used
- Lights are turned off and building is secure
- Air conditioning is off
- Back automatic car gate is shut
- COVID protocol signed by all workers
- COVID event attendance sheet is filled out fully
- All participants have been logged and accounted for. (Including times they were present for contact tracing purposes)



Worker time sheet and protocol acknowledgment

Event Name:

*Worker count cannot exceed 20

Event Date:

| <u>Name</u> | <u>Signature</u> Acknowledgement: By signing this, I have received and read the COVID protocol for this event | <u>Time in</u> | <u>Time out</u> |
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Participant tracker

*Use as many sheets as necessary

| Name of primary family contact | Phone number for primary contact | Number of people in group | Time in |
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