

## GREEN PHASE COVID-19 COMPLIANCE

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

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. Once inside and seated, participants may remove their masks. If someone is uncomfortable with people removing masks, we will allow the host to designate some form of separation that places these groups on opposite sides of the room.

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. People should find a spot and stay there. Masks are required at all times while we are in the green phase.

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

We continue to recommend that you avoid using food or drink, and each member brings their own beverage/snack. However, if you want to offer coffee or tea to your group, it is recommended that one designated person prepare and offer the beverage AWAY from the rest of the participants (for example – use the back room at the corner, or the kitchen at the church). The preparer should wear a mask, wash hands thoroughly (scrubbing with soap & water or hand sanitizer for at least 20 seconds), don gloves, prepare and pour the coffee or hot water into individual one-use cups with lids and distribute to participants. (They may carry a tray to distribute beverages and prepackaged sugars/creamer/tea bags.) Individuals should add their cream/sugar to their beverage while at their own table. (There should be NO use of coffee bar.) Trash cans should be at exits and be used at the end of the function (so individuals do not walk past others to use the trash can).

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.

These are COVID-19 guidelines for GREEN PHASE meetings.

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

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