

GROUP USE POLICY

General Responsibilities:

- The Plan Administrator can be contacted at
 - Email: lcdale1953@gmail.com
 - Phone: 507-421-4059
- Redeemer is not responsible for the health of anyone other than our staff and then only to the extent that we provide them with a safe working environment.
- Each group member should read their specific group's "Team Template".
- Groups must follow all COVID-19 guidelines as defined by the Preparedness Plan, especially hand sanitizing, social distancing, and the wearing of masks while in the building except when needing to communicate with a deaf or hearing-impaired person or persons.
- Gathering time in the building should be limited to no more than 90 minutes unless special circumstances require additional time, and is approved by Plan Administrator.
- Redeemer expects the Group to sanitize the areas they have used prior to leaving the building.

Group Leader Responsibilities:

- Contact the Church Office for hard copies of the Preparedness Plan, the Template for Teams--COVID-19 form, and the COVID-19 Preparedness Training form. Electronic copies are located on the Redeemer website under the **COVID Plans** tab. <http://www.redeemer-rochester.com/>
 1. Read the **Redeemer COVID-19 Preparedness Plan** (pages 1-10).
 2. Complete the "**Template For Teams—COVID-19** document
 3. Complete the **COVID-19 Preparedness Training** document
 - Send the documentation to the Plan Administrator. This is a one time requirement for groups/teams. Any questions related to completing the form or the approval process can be forwarded to the Plan Administrator.
 - Once approved, contact the Church Office for assignment of a room most closely sized for your group.
 - Email: office@redeemer-rochester.com
 - Phone: 507-289-5147
- Room availability is dependent on the following:
- Redeemer Groups will have first priority in scheduling
 - No group may use a room that has a capacity smaller than the anticipated group size.
 - A room will be vacant for at least 60 minutes between separate group activities
- Complete an **Attendance Log** for each meeting. Attendance logs need only be retained for 2 weeks.
 - Following the meeting, sanitize the area used following the directions on the room **Cleaning Checklist** posted by the door, then complete and sign the **Checklist**.
 - Please share this document and document 2 with your group members.