



COVID-19 REGULATIONS

By signing this document, you agree to adhere to all regulations detailed below and take responsibility for any transmission of COVID-19 that occurs at the time of or around your facility use. These regulations are subject to change as guidelines from the Metro Nashville governing body change.

1. COVID-19 symptom checks are to be completed by the group's leader before entering the building. Symptoms are posted on all entrance doors. If a participant has had any symptoms within 24 hours leading up to the event, the leader will ask them not to enter the building, and to leave the event for the safety of others in attendance.
2. Social distancing will be required for people of different households. **The current recommended guidelines are:** 6 feet, wearing masks
3. Masks will be worn for the entirety of the scheduled event (disposable or cloth masks), unless otherwise agreed upon and noted with Facilities Coordinator Jay Isenberg. Exceptions for mask use are:
 - a. If the event is outside and a distance of more than 6ft can be maintained at all times between people of different households.
 - b. Children 2 and under should not wear a face covering, and are recommended to stay home.
4. Groups will be regulated based on size and available space. To maintain a proper social distance, groups may be scheduled for a larger space than requested, or may be asked to reschedule if proper space is not available. **At this time, recommended group size is:** 1/3 room capacity or less than 125 people for ceremonies, or less than 25 people for social gatherings.
5. Surfaces (such as tables, door knobs) will be wiped down with provided disinfectant wipes as part of the Event-End checklist.
6. Attendance must be logged and retained by the group's leader for 30 days, to ensure contact tracing if an attendee were to test positive for COVID-19 following the event. Forest Hills United Methodist Church will not be responsible for contact tracing following an event, but should be notified if an attendee tests positive within 14 days of attending an event at the church. Please contact our Facilities Coordinator, Jay Isenberg, at facilities@foresthillsunc.org.

Group Leader (Print Name): _____

Group Leader (Signature): _____

Date: _____

Developed using Metro Nashville Public Health Orders and Reopening guidelines.

Through God's love and guidance, we will increase hope and healing in our communities.

Date _____

Group Leader _____

EVENT-END CHECKLIST

COVID-19 SYMPTOMS

Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

_____ No attendee has displayed any COVID-19 symptoms within the last 24 hours

_____ Group maintained 6 feet of distance between households and wore masks for the entirety of the event (*except for children under 2 or groups outside observing 6 feet of social distancing*)

_____ All tables and door handles have been wiped down with disinfectant (wipes or spray provided)

_____ Group leader has collected and will retain attendance list for 30 days, and will contact FHUMC if an attendee tests positive for COVID-19

_____ All lights have been turned off

_____ All doors are closed, locked, and secured

* By requesting to use space in the church building you agree to complete this checklist at the end of your event. Thank you!

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Date _____

Group Name _____

ATTENDANCE

PLEASE LEAVE CHECKLIST AND ATTENDANCE IN YOUR MEETING ROOM .

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FOREST HILLS
UNITED METHODIST CHURCH

CHURCH STAFF WILL COLLECT IT AFTERWARDS

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