

Group Leader Checklist In COVID-19 Environment

- Prior to meeting
 - Reserve room (or outside location) appropriate to the size of your group with the church receptionist
 - If a hybrid meeting with Zoom is anticipated be sure this is communicated to the AV team through Donna (receptionist) so it can be set up.
- Time of meeting
 - Ensure all group members have logged in at front desk and have washed their hands or used hand sanitizer. Note the position of all attendees within the meeting room should future contact tracing be required.
 - If the front desk is not manned, obtain contact information from all the attendees, take temperatures, and note position of attendees within the meeting room
 - Ensure all group members are wearing masks
 - There is no food or drink allowed other than bottled water
 - Ensure social distancing is maintained
- End of meeting
 - Pick up and discard all trash
 - If there is still staff at the front desk notify them that your meeting has concluded so the room can be disinfected.