



Guidelines for Building Use

Revision recommended/approved by Congregational Council on November 11, 2020

The Lutheran Church of the Good Shepherd

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Guidelines, Roles, and Responsibilities

1. The Re-Gathering Team is responsible for updating the guidelines in accord with changes to the State of Delaware COVID19 Emergency Proclamation. Proposed changes to the Guidelines will be reviewed with the Council Executive Committee and submitted to the Church Council for approval, as needed.
2. Whenever the State of Delaware requirements are more restrictive than these Guidelines, the state's mandates take precedence. It is the responsibility of the event organizer to stay informed of changing restrictions at <https://coronavirus.delaware.gov/reopening/phase2/>.
3. The Guidelines may often be more restrictive than what the state requires. In these cases, the Guidelines take precedence.
4. The Executive Committee in consultation with Church Staff is responsible for periodically auditing compliance of Community and Church group gatherings against these Guidelines. The Executive Committee will make recommendations to the Re-Gathering Team for changes to the Guidelines, as needed.
5. The Office Administrator is responsible for providing copies of the Guidelines to all groups gathering on LCGS property.
6. The Office Administrator will schedule all events, assigning particular rooms in consultation with the Sexton to ensure that actively used spaces and restrooms are properly sanitized after each event.
7. The Sexton is responsible for cleaning and sanitizing all indoor facilities in accord with best practices and in compliance with state regulations.
8. The Re-Gathering Team is responsible for complying with state requirements for building signage associated with COVID19 restrictions.
9. Groups wishing to use LCGS building or grounds must submit a Building Use Request Form, specifying the group size and particular seating arrangements required. The Office Administrator will review requests and schedule gatherings which meet current Re-Gathering Guidelines.

Attending an Event at LCGS

10. Who should avoid attending an event?
 - a. Any person not feeling well or having a higher than normal temperature should stay home.

- b. Any person whose most recent COVID19 test was positive should stay home for 10 days following the positive result or 10 days following the last sign of symptoms, whichever is later.
 - c. Any person who has been within 6 feet of a person not a part of their household / isolation group for 10 minutes or more, within the past 2 weeks, where one or both individuals are not wearing masks should stay home.
 - d. All vulnerable individuals, including those at high risk of severe illness from COVID-19, are strongly advised to stay at home. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical they could carry COVID-19 home.
11. Individuals who are not part of the same household or isolation group should maintain a social distance of at least 6 feet and are encouraged to maintain greater physical distance whenever possible.
12. When are masks required?
- a. Masks or face coverings must be worn inside the building.
 - i. Mask removal is permitted for staff members and volunteers working alone in their own workspace.
 - ii. Eating and drinking are generally not permitted in our current phase of re-opening. However, brief mask-removal is permitted when necessary to receive Holy Communion during in-person worship or to take a sip of coffee during authorized AA meetings, for example.
 - b. Individuals outdoors should wear masks if social distancing is not possible.
13. Individuals must follow all posted signage in the building and on the grounds and may not enter areas of the building posted as closed.
14. Individuals should avoid hugs and shaking hands when greeting others.

Contact Tracing and Reporting Requirements

15. For Church-Sponsored Events
- a. Contact Tracing records ARE required for **indoor** LCGS sponsored events, including worship services. The organizer records the names and contact info and submits them to the church office following the event. The Office Administrator will maintain the records for 6 months. Contact tracing will include the person(s) name and contact information. A photo of the event may supplement the written record.
 - b. For Sunday worship, the LCGS Worship and Music Team is the “organizer” and is responsible for compiling contact tracing records for all worship events. A “reservation” system for in-person worship may suffice as a contact tracing record.
 - c. Contact Tracing records are NOT required for outdoor LCGS events.
16. For Community Groups, contract tracing records are NOT required by the church. The group organizer may still wish to maintain records for the group’s own purposes.
17. If an individual attending an event at LCGS tests positive for COVID19 within 2 weeks of that event, they must notify the event organizer and the organizer must notify the church

office. The Office Administrator in conjunction with the Re-Gathering Team and the Council Executive Committee will determine what follow-up actions are required.

18. These general Guidelines apply to all groups using Good Shepherd building or grounds. Specific guidelines, unique to particular types of events, follow. It is the event organizer's responsibility to communicate the requirements to event participants, to ensure compliance with the guidelines and to submit a contact tracing record to the office if required.

Outdoor Events on LCGS Property

1. Outdoor-only events will not exceed Gathering Maximum posted below. Follow tighter restrictions on <https://coronavirus.delaware.gov/reopening/phase2/>. If access to restrooms or other indoor facilities is required, then the number of persons will be limited by room capacity listed below.
2. Hand-sanitizer stations for outdoor use are not provided by the church.

Indoor Meetings and Gatherings (excluding worship)

1. Group size is limited by the room being used and the seating arrangements requested. See room list below for maximum possible capacity.
2. Contact tracing records are not required by the church for Community Groups. They are required for gatherings of church groups.
3. At the discretion of the Office Administrator and Sexton, groups using the building may be assigned particular entrances and restrooms to use to facilitate proper cleaning protocols.

Worship Gatherings- see Plan for Resuming In-Person Worship

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Maximum Gathering Capacity

For spaces without a fire code capacity, the state requires 30 square feet per individual for social distancing. Calculations for capacity used 36 square feet per person for individual chairs or 6 linear feet between individuals. **These figures are maximums. The allowed occupancy will likely be lower, based upon seating arrangements and planned activity.**

LCGS SPACE	MAXIMUM GATHERING CAPACITY
Outdoors	Outdoor-only events will not exceed 50 people. Note: Approval (DE Dept. of Public Health) is needed for gatherings of 50 to 250 people.
Fellowship Hall (room size 47' x 62')	<ul style="list-style-type: none"> ● Up to 50* people in chairs spaced 6 feet apart ● Up to 12 round tables with up to 8 people from the same household at a table. Each table requires 10' x 10' with 6' spacing between the chair-backs at adjacent tables. The number of tables is reduced if a serving table is included in the hall space.
Parlor	5 people
Kitchen	3 people prep area and 2 in cleanup area
Altar Guild	4 people
Gathering Room	10 people, sitting in chairs. 2 additional if using the sofas
Quilting Room	8 people: 4 working at each pair of quilting tables
Bell Room	1 director and 6 ringers
Youth Room 9	6 people
Main Office	6 people: 1 at each desk, 2 at the table, 2 in chairs in the corners
Room 8 and 12	4 people at a pair of tables OR 6 in spaced chairs
Restrooms	1 person per toilet stall / urinal plus 1 person at the sink area
Sanctuary	With worship in the round: 17 household groups, with each group limited to 5 or 6 people depending on the row of chairs. 4 additional groups could be added to the Narthex. Total capacity not to exceed 50 people.

* unless specified otherwise, all figures represent individuals from different households.

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