

TBC Room Usage Protocols for Small Groups

Guiding Principle: “Because we love our family of faith, we will seek to minimize risk and trust our congregation to act responsibly.”

Rooms Available for Use:

- Fellowship Hall (Capacity for 50 unrelated people and 82 people, if in pairs or family groups)
- Chapel (Capacity for 29 unrelated individuals and 49 people, if in pairs or family groups)
- A214 (Capacity for 18 unrelated individuals and 37 people, if in pairs or family groups)
- C101 (Capacity for 13 unrelated individuals and 28 people, if in pairs or family groups)

Organizer – Steps to Take:

1. Complete the TBC room request form for specific room, time and date and return to Noel Evans (nevans@tbcraleigh.com)
2. Assure all participants are aware of TBC’s latest guidelines for COVID 19 (found on church website) and this room usage protocol form
3. Contact Spencer (sgood@tbcraleigh.com) to receive key card. The organizer should be the only one using the key card and will ensure all participants enter and exit the building through the correct designated door.
4. Follow guidelines during the entirety of the meeting and leave the facility exactly as found.
5. Maintain our **contact tracing mechanism!** This means: The organizer needs to keep role of everyone in attendance at the meeting and send that list to Noel (nevans@tbcraleigh.com) after every gathering so we have a record of people coming into the building.

Participant Do’s and Do Not’s

Do

- Wear your masks for the entirety of your group gathering
- Maintain a social distance of at least 6ft from non-family members
- Use designated restrooms only and thoroughly wash and sanitize hands
- Self-screen before coming into the building (via instructions on door posters)

Do NOT

- Move the furniture. Room needs to stay set up as it is for distancing purposes
- Bring in food or beverages or other items that would require taking off masks for use
- Pass around pens, paper, or other supplies or partake in group singing
- Shake hands, hug, or have physical contact with people or room surfaces
- Enter the building if you have had any of the following: fever, cough, loss of smell or taste, feeling poorly, test positive for COVID, contact with someone who tested positive

*If your group has a large number, here are some ideas to remain socially distant:

- Have people register in advance to come to gatherings via Signup Genius (and cap it!)
- Have a rotation so all class members can attend in person at least once a month
- Provide the opportunity for members at home to listen in to the gathering via zoom

Approved Indoor Spaces for Social Distancing Trinity Baptist Church

Large Inside Spaces Available:

- Fellowship Hall (Capacity for 50 unrelated individuals and 82 people, if in pairs or family groups)
- Chapel (Capacity for 29 unrelated individuals and 49 people, if in pairs or family groups)
- A214 (Capacity for 18 unrelated individuals and 37 people, if in pairs or family groups)
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Guidelines:

- Participants must call and reserve the space with Noel Evans in church office. Reservations are available one week before each use. A new reservation is required for each use.
- Participants must adhere to the guidelines promoted by the church when coming inside and to the room usage protocols. These are displayed on the church doors and on the TBC Room Usage Protocols for Small Groups sheet.
- Any special requests should go through Noel Evans.
- Spaces are available Sundays after 12:15pm and all-day Monday-Saturday. Before 12:15pm on Sundays, the campus is reserved to accommodate worship.
- All participants must self-screen prior to arrival.
- North Carolina Phase 2.5 – maximum group size is 25 people for indoor gatherings.

Facility Use Checklist for Event Planning:

Name of Contact: _____ Date/Time Event: _____

Event Name/Type: _____ Estimated # of Participants: _____

Contact Phone Number: _____ Email: _____

Contact Noel in the church office to reserve space.
919-787-3740 nevans@tbcraleigh.com.

Date Completed: _____

Swipe Card Assigned for Event.

Date Completed: _____

Have received and read TBC Room Usage Protocols
for small groups.

Date Completed: _____

Have shared protocols with participants.

Date Completed: _____

Have submitted attendance roll to Noel after event.

Date Completed: _____

Have provided Noel with feedback on using the room,
signing up, precautions, etc.

Date Completed: _____