

Outdoor GBC Safe Facility Checklist

Before You Gather

Set Up

- 1) If used, ensure tent or outdoor awning is secure against wind and weather.
- 2) Space chairs/tables appropriate for social distancing of six feet as determined by your use. Individuals who arrive together in the same vehicle or live in the same home may group together as a unit. Keep units six feet apart.
- 3) Determine if you will have indoor restrooms available or not. To reduce crowding and wait time encourage participants to use restrooms at will vs. stopping for group breaks.
- 4) Have one person access any outdoor PA systems and the same person return such system to storage after disinfecting.
- 5) Ensure hand sanitizer (*at least 65% alcohol*) is readily available with participant use strongly encouraged.
- 6) Ensure surgical masks are available alongside the sanitizer.
- 7) Do not serve food or beverages at this time. The GBC kitchen remains closed regardless of event held.
- 8) Contact the office regarding any supply issues or use questions. Leaders should arrive early to scout any potential issues.
- 9) If more than one family unit will be present with children, note that the playground should be avoided as a shared space.

As You Gather

Usage

- 1) Physical greetings should be avoided and verbal greetings used exclusively at this time.
- 2) If using resource materials encourage participants to bring their own copies, and seek to minimize such materials. Distribution of materials, if necessary, should be done by placing items on chairs beforehand rather than passed. Do not provide shared pens or other returnable user items if at all possible.
- 3) The State of New Jersey recommends the use of masks during outdoor socializing. The kind of mask (*N95, surgical, cloth*) remains the preference of the user, and if appropriately applied participants should be granted entry regardless of their mask choice (*N95, surgical or cloth*).
- 4) Rituals or prayer which commonly involves otherwise appropriate touch or shared food should be generally avoided.
- 5) There is currently no health-compliant childcare available on the GBC campus. Parents/guardians are responsible for children.

After You Gather Clean Up

- 1) Disinfect touchable surfaces such as tables or other points of contact by using disposable wipes or available sanitizing spray.
- 2) Disinfect all AV equipment such as microphones, remotes, projection controls, computers etc.
- 3) If used, ensure tent is viable for next occupant by a) securing tent for wind and weather and b) cleaning area of all trash.
- 4) If indoor access was allowed, lock all doors and disinfect with available wipes or spray.
- 5) Report any issues, problems or solutions to the office. As always, report any unusual, suspicious or out-of-context activity immediately to staff. In case of emergency involving harm, loss of life or destruction of property call 911 first, then staff.