

Trinity Presbyterian Church Pandemic Response Plan

Part I - Reopening of the Trinity Presbyterian Church Campus in Phases.

INTRODUCTION

Each person is a beloved child of God. Therefore, Trinity Presbyterian Church (TPC) in McKinney Texas prioritizes the health and safety of the members and our community over our own desires to re-open quickly or a hasty return to normal operations. Personal safety is most important as we plan re-opening.

Trinity Presbyterian Church is embarking on plans to reopen the physical campus. The reopening will be completed in Phases with defined trigger events for each Phase. The Phases may progress or regress depending on trigger events as defined in this document. All reopening events are within the legal guidelines of the State of Texas for reopening houses of worship. We endeavor to open as quickly as prudent safety allows. Our highest priority is the safety of our members, staff, and visitors.

Data are from multiple sources. For example, we use data from the Collin County dashboard at <https://experience.arcgis.com/experience/c00baf45f12a4899aae1c812e29d6cde> and Texas Department of State Health Services detail including school data is available at <https://www.dshs.texas.gov/coronavirus/additionaldata/>. Additional resources used include COVID ACT NOW at https://covidactnow.org/us/tx/county/collin_county/?s=846164, CDC at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds>, and Harvard Global Health Institute at <https://globalhealth.harvard.edu/key-metrics-for-covid-suppression-researchers-and-public-health-experts-unite-to-bring-clarity-to-key-metrics-guiding-coronavirus-response/>.

TPC will review data including, for example, number of active cases, new cases, growth or decline of active and new cases, infection rate, number hospitalized, local ICU capacity, 7, 14, 28 day rolling averages, and other data. Other considerations include government mandates (eg., wearing masks,) and the population's general acceptance and willingness to participate in preventive measures.

PHASES DESCRIPTION

Phase 0 code DARK RED. No gatherings on church campus.

Trigger Events: Widespread virus, infections, cases, and hospitalizations increasing. Examples of data to be reviewed are listed in the following chart, and trending data, hospital data, other data in the cited websites, and other data.

Phase 0 is Trinity Presbyterian Church campus closed to everyone. There are no meetings or gatherings, worship is online only, and staff works at home. Limited staff may visit/work at the campus for a daily check of the campus, and to record for worship or other events. Building upkeep and normal building/campus maintenance and repairs continue.

Phase 1 code RED. Small Groups, 20 or fewer people, outdoors.

Trigger Events: Increasing infections, cases, hospitalizations increasing but at a slower rate than Phase 0. Case rate is slowed enough the risk of one person in a small group having COVID-19, even asymptotically, is reasonably small for outdoor gatherings. Examples of data to be

reviewed are listed in the following chart, and trending data, hospital data, other data in the cited websites, and other data.

In Phase 1, small groups can meet in designated outdoor spaces such as the Celebration Garden, the South Entranceway, the East Side parking lot under the live oak tree, and the West Side parking lot.

Special Events such as Memorial Services, Weddings, and other Special Events may be held in designated outdoor spaces subject to the Guidelines for Group Gatherings, and must be approved in advance by Session. Worship may be held outdoors so long as sign-in and temperature check process is followed, distancing is increased to 10 feet from others, and other COVID-19 protocols are followed such as masks required at all times, use of hand sanitizers, and other protocols.

Phase 2 code ORANGE. Large Groups, more than 20 people, outdoors.

Trigger Events: Case rate is sufficiently low to believe there is a small risk of a COVID-19 positive individual attending, testing rates and availability is good, and contact tracing is performed in the event of a positive case. Examples of data to be reviewed are listed in the following chart, and trending data, hospital data, other data in the cited websites, and other data.

In Phase 2, large groups/worship can meet in designated outdoor spaces. Special Events may be held in designated outdoor spaces subject to the Guidelines for Group Gatherings.

Phase 3 code YELLOW. Small Groups, 20 or fewer people, indoors in large areas.

Trigger Events: Case rate indicates a low risk of a COVID19 positive individual present. Examples of data to be reviewed are listed in the following chart, and trending data, hospital data, other data in the cited websites, and other data.

In Phase 3 the indoor sections of the campus are open, outdoor sections continue to be open. Indoor sections open initially will be large areas with good ventilation such as the Chapel, Joplin Hall, Loft, and the Great Hall. Later, smaller indoor spaces will be available.

Phase 4 code GREEN. Large groups, more than 20 people, indoors.

Trigger Events: Case rate indicates a very low risk of a COVID-19 positive individual attending, testing is sufficient in scope and availability, and contact tracing is available. Examples of data to be reviewed are listed in the following chart, and trending data, hospital data, other data in the cited websites, and other data.

In Phase 4, Worship, committee meetings, educational activities are allowed, limited childcare may be available. Outside rental groups may use the campus based on availability; examples are McRats, MOPS, and volleyball and basketball teams, and other rental groups.

Examples of data used in Phase determination. Add CDC criteria

Determining Factors	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
Active Cases	>1500 active cases	<1500 active cases	<1300 active cases	<1000 active cases	<800 active cases
Daily New Cases	>175 new cases	<175 new cases	<120 new cases	<80 new cases	<50 new cases
Infection Rate	>1.2	<1.0	<0.9	<0.9	<0.8
Situation Description	COVID-19 risk is too high to reasonably allow even small groups to gather outside.	COVID-19 risk is slowed, the risk of an individual in a small group having COVID-19, even	COVID-19 risk is sufficiently low to believe there is small risk of a COVID-19 positive	COVID-19 risk is low of a COVID-19 positive or asymptomatic individual present, testing	COVID-19 risk is very low for a COVID-19 - positive individual attending.

		asymptotically , is reasonably small for outdoor gatherings.	individual attending, testing is available, contact tracing is in place.	is readily available, contact tracing is in place.	Testing is widely available, contact tracing is in place. Add vaccine-driven issues – rollout, acceptance, etc. P4 TBD in 2021.
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GUIDELINES FOR SAFE GATHERINGS

Group Gathering Guidelines for Trinity Presbyterian Church sponsored events.

1. Small group is defined as church small gatherings of fewer than 20 people. Examples:
 - a. A small group of isolated, single seniors.
 - b. Sunday School, Disciples, Senior yoga, or book study classes fewer than 20 persons.
2. Large group is defined as church gatherings of more than 20 people.
3. Designated spots for each person will be marked in advance where possible. Each person must keep at least 6 feet separation from all other people before, during, and after the gathering.
4. Face masks must be worn at all times by any person two (2) years of age and older while on church campus or at any off-campus church event.
5. Latex or other type of hand coverings are optional.
6. Bathroom availability will be determined and assigned when scheduling the event. Some Phases or events may not include bathroom availability.
7. Group gatherings are allowed outdoors or indoors depending on the Phase.
 - a. Group Leader MUST reserve an area in advance with Pam Castilla, Facilities Scheduler at pcastilla@tpcmckinney.org :
 - i. If outdoor only, outdoor areas include Celebration Garden, South Entranceway and lawn, West Side parking lot, Brick paved deck south of office doors, Southwest corner by cell tower, Southeast corner by Good Earth Garden.
 - ii. In outdoor areas, you are encouraged to bring your own chair if you desire.
 - iii. If indoor is allowed and preferred, and the Phase permits, please provide an accurate expected count so the room can be sized appropriately for your needs.
 - b. Outdoor areas may be marked with six-foot separations. Whether six-foot separations are marked or not marked, six-foot separations are minimum and must be maintained for the duration of the event.
 - c. Please be aware of the expected outdoor temperature at the time of your meeting. Some outdoor areas have more shade than others.
8. Pre-sanitized chairs will be available. Some outdoor areas may have folding chairs leaning against the building. A sanitizing kit will be available. A sanitizing kit will include hand sanitizer, sanitizing wipes or spray and paper towels, tape, a thermometer, and other items as appropriate.
9. Group leader responsibilities for on or off-site events/activities:
 - a. Make a reservation by sending an email to Pam Castilla, Facilities Scheduler at pcastilla@tpcmckinney.org
 - b. Agree to the Group Leader Responsibilities (see Appendix A).
 - c. Advise your group of the date, time, and location of the gathering. A Realm Event can be created for meeting notices.
 - d. Arrange with front office for supplies and Sign-In Sheet (see Appendix B).
 - e. Be at the site a few minutes early to ensure you have needed items.

- f. Use the Sign-In Sheet to record the event and screen attendees by requiring each attendee to certify they have no COVID-19 symptoms. This is also the attendance sheet which will be used for contact tracing. Everyone must sign and certify.
- g. Ensure temperature check completed for each attendee. Any attendee with a temperature of 100°F or greater will not be allowed entry.
- h. Ensure compliance with six feet separation and face mask requirements.
- i. Before leaving, turn in Sign-In Sheet and sanitize surfaces touched such as chairs.
- j. Replace sanitizing kit, chairs, and other items where they were found.
- k. Turn in or leave other supplies as per earlier arrangement.
- l. If outdoors, group leader may wish to reserve a "rain date" or prearrange to cancel if raining, or too hot, or too cold.

Special Events such as Memorial Services and Weddings.

Memorial Services, Weddings, and other Special Events may be held during this time depending on the Phase on the day of the Special Event. Scheduling future events is difficult given the uncertainty of COVID-19. Cancellation or adjustments may need to be made accordingly. COVID-19 Coordination will occur between Staff and the event host. The Guidelines for Group Gatherings apply to Special Events.

Childcare.

Childcare will return to campus when it is determined it is safe to do so. Childcare protocols and procedures will be announced when it is decided childcare is safe to return.

Face Masks Required.

Face masks must always be worn by any person two (2) years of age and older while on church campus or at any off-campus church event. To the extent possible, disposable face masks may be made available to those without one.

Check-In and Temperature Requirements.

TPC requires all persons on campus or at an off-campus church event to:

- Check-in by reading and signing the COVID-19 Sign-In Form; and
- Undergo a temperature check. Any person with a temperature of 100° F or greater will not be allowed entry.

Staff, Vendors, Contractors, and other building Visitors must all check-in at the church office. At the office will be the Sign-In form as well as a thermometer for temperature check. Staff is expected to check-in daily where applicable.

Members and Visitors attending church events must check-in with a Staff member or event host to sign in and undergo a temperature check.

Exceptions:

- Youth:
 - Outdoor Junior High, Senior High, and Logos Youth events do not require temperature checks or signing of a COVID-19 Form if the parent/guardian has returned the Youth Participation Form (see Appendix C).
 - Indoor Youth events require a temperature check but do not require execution of an additional COVID-19 Form if the parent/guardian has returned the Youth Participation Form.

- A person masked on campus for 15 minutes or less does not require a sign in or temperature check.

Application.

This document applies to all on campus and off campus church sponsored events and activities.

This table summarizes Events by Phase.

Church Response	Phase 0	Phase 1	Phase 2	Phase 3	Phase 4
Building	Closed to all gatherings	Closed to all gatherings	Closed to all gatherings	Open to small and large gatherings	Open to all gatherings
Small Gatherings (<20)	Online Only	Outdoors Only	Outdoors Only	Indoors Allowed in large areas	Indoors Allowed in any available space
Large Gatherings (>20)	Online Only	Online, outdoor worship	Outdoors Only	Outdoors Only	Indoors Allowed
Worship	Online Only	Online and Outdoor	Online and Outdoor	Online and Outdoor	Inside and Online
Restrooms	Closed to all gatherings	Open to limited small gatherings	Open	Open	Open
Childcare	No childcare provided	No childcare provided	No childcare provided	To Be Determined	Childcare provided as available
Staff	Limited staff and contractors onsite	Limited staff and contractors onsite	Staff and contractors onsite	Staff and contractors onsite	Staff onsite as usual
Face Masks	Required	Required	Required	Required	To be determined
Memorial Services	No Memorial Services	Case-by-case basis, outdoors only	Case-by-case basis, outdoors only	Case-by-case basis, indoors or outdoors	Scheduled as usual
Weddings	No Weddings	Case-by-case basis, outdoors only	Case-by-case basis, outdoors only	Case-by-case basis, indoors or outdoors	Scheduled as usual
Outside Rental Groups	No facility rentals to groups of any kind	No facility rentals to groups of any kind	No facility rentals to groups of any kind	No facility rentals to groups of any kind	Facility rentals scheduled as usual

Notes:

- Progression through each phase may move forward or backward based on determining factors detailed above. All criteria must be sustained for two weeks to move to the next phase.
- Outdoor events may be cancelled due to rain, or by expected temperature of less than 50°F. The decision to cancel any outdoor church-wide event, including worship, will be made and communicated by Staff.

Part II - Guidelines and Considerations for COVID-19 Case Response

Statement of Purpose

The purpose of this document is to be used as a guide should a COVID-19 case or potential case occur either at Trinity Presbyterian Church (TPC) or at an off-site church sponsored event. Given the novelty of COVID-19, this document is a working and fluid document.

Each COVID-19 case or potential case should be evaluated on a case by case basis when deciding the appropriate Action Plan response. Each case may have potentially unique and/or differing circumstances, including but not limited to, what Phase the church is in, how many people were exposed, where exposure occurred, etc. An approved Action Plan may include additional measures or may not include all considerations set forth in this document.

COVID-19 Person of Contact

In accordance with CDC guidelines for faith-based institutions, a staff person should be designated as a person responsible for responding to and communicating to the Pandemic Response Team (PRT) and Session regarding a COVID-19 situation. Staff, pastors, volunteers, and congregants should know who this person is and how to contact them regarding a COVID-19 case or potential case.

As Director of Operations, John Sefcik is TPC's designated person. Thus, enews, Realm, and the TPC website should include his contact information.

COVID-19 Response Action Plans and Decision Making

If a COVID-19 case or potential case arises at TPC or at a TPC event, the Staff will be responsible for formulating and executing an Action Plan to respond to same. Staff will request guidance from the PRT and/or Session as needed.

In this document, if a person exhibits or reports COVID-19 symptoms, it should be treated as a positive COVID-19 case until ruled out otherwise. For up to date COVID-19 symptom guidance, please see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Any temperature of 100°F or greater is considered a fever.

The person reserving the space agrees to tell Trinity Presbyterian Church Facilities Supervisor, Director of Operations, or designee immediately when they are aware someone in the group seeks a COVID-19 test. From that point on, the Director of Operations will correspond with the leader or the actual person, to ascertain the outcome of the COVID-19 test. Director of Operations and other staff will be careful with member communications to keep identity private and confidential.

There are two cases:

- Case 1: if the person being tested shows COVID-19 symptoms, we assume the person is COVID-19 positive until the test shows otherwise.
 - In Case 1, the Director of Operations performs contact tracing and notifies the persons exposed over the past 10 days, indicating we are awaiting test results.
 - If results are positive, we follow instructions specified below.
 - If results are negative, we resume as we were previously.
 - Director of Operations notifies exposed persons of test results.
- Case 2: if the person being tested chooses to do elective testing and shows no COVID-19 symptoms, we assume the person is COVID-19 negative unless the test shows otherwise.

- In Case 2 we continue operations at the existing Phase level until we have test results.
 - If results are positive, we follow instructions specified below.
 - If negative, we resume at the Phase we were previously.

When a Staff Member or Congregant Becomes Sick

Closure/Disinfection

- Identify and close any possible infected area(s) and cancel any upcoming events in same area(s). Do not use the area until after cleaning and disinfection.
- Consider Staff to work from home.
- Consider whether the current Phase is appropriate.
- Per CDC recommendation, wait 24 hours before cleaning and disinfecting to minimize potential for other persons being exposed to respiratory droplets. During this waiting period, to the extent possible, open outside doors and windows to increase air circulation in these areas.
- The Centers for Disease Control website has instructions on cleaning and disinfecting: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Contact Tracing and Communication

- Using the Sign-In Sheets, staff schedules, and/or Realm, contact trace to identify those who may have come into contact with the person.
- Create a list of those with Close Contact to notify and follow up. See Close Contact further down in this document.
- Advise those with exposure to a person diagnosed with COVID-19 or who has not been diagnosed but exhibits symptoms, to stay home and self-monitor for symptoms, and encourage them to seek medical treatment and get tested. Do not release the name of the sick person.

Congregational Communication

- A diagnosis of any kind is legally protected personal health information that should only be released by the patient themselves or with their express consent. Thus, unless express consent is given, the name of the sick individual **should not** be released.
- Congregational communication should be handled on a case by case basis by the Director of Operations as part of the situation's Action Plan. A sample initial Congregational communication could be: *"We have recently learned a member of our church family has tested positive for the COVID-19 virus. We are still working to notify members and staff that might have been in contact with the member. Currently, we are requesting that everyone stay out of the building until further notice. Please keep this member and their family in your prayers."*

When a Sick or Possibly Sick Person May Return

- Advise any staff or congregant(s) with symptoms of COVID-19 or who have tested positive for COVID-19 not to return to the facility until the below State of Texas criteria is met. In the case of a staff member or congregant who was diagnosed with COVID-19, the individual may return when all three of the following criteria are met:

- at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- at least 10 days have passed since symptoms first appeared.
- In the case of staff or congregant(s) who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return until the individual has completed the same three-step criteria listed above.
- Close contact is defined as unprotected contact or face to face discussion of any duration without a mask indoors or outdoors, or a cumulative total of 15 minutes or more over a 24 hour period when they were masked. See table.

Close contact	<ul style="list-style-type: none">● Unprotected contact or face to face discussion.● Any contact of more than 15 cumulative minutes over a 24 hour period.
Not close contact	<ul style="list-style-type: none">● Protected contact less than 15 cumulative minutes over a 24 hour period.● Secondary contact.

Do not allow an employee or congregant with known close contact to a person who is lab confirmed to have COVID-19 to return until the end of the 14-day self-quarantine period from the last date of exposure with no COVID-19 symptoms.

Someone Becomes Sick While at TPC or at a TPC Off-Site Event

- Immediately separate this person from everyone. If at TPC, take the person to an isolated area or room and ensure that children are not left without adult supervision.
- Find transportation to take this person to their home or a healthcare facility.
- Report the situation to TPC's Director of Operations, John Sefcik.

Any exceptions to this document must be approved by Session.

Appendix A

RESPONSIBILITIES FOR GROUP LEADERS FOR SAFE GATHERINGS

This applies to Group Events and/or Group Activities on site or off site.

The Group Leader agrees to the following responsibilities:

- a. Agree to the Group Leader Responsibilities.

- b. Make a reservation by sending an email to Pam Castilla, Facilities Scheduler at pcastilla@tpcmckinney.org
- c. Advise your group of the date, time, and location of the gathering. A Realm Event can be created for meeting notices.
- d. Arrange with front office for supplies and Sign-In Sheet.
- e. Be at the site a few minutes early to ensure you have needed items.
- f. Use the Sign-In Sheet to record the event and screen attendees by requiring each attendee to certify they have no COVID-19 symptoms. This is also the attendance sheet which will be used for contact tracing. Everyone must sign and certify.
- g. Ensure temperature check completed for each attendee. Any attendee with a temperature of 100°F or greater will not be allowed entry.
- h. Ensure compliance with six feet separation and face mask requirements.
- i. Before leaving, turn in Sign-In Sheet and sanitize surfaces touched such as chairs.
- j. Replace sanitizing kit, chairs, and other items where they were found.
- k. Turn in or leave other supplies as per earlier arrangement.
- l. If outdoors, group leader may wish to reserve a "rain date" or prearrange to cancel if raining, or too hot, or too cold.
- m. If outdoors, basic sound equipment is provided (speaker and two microphones).
- n. Clarify with group no child care is provided.
- o. Guests and visitors to Trinity must abide by the rules.
- p. Other:

I agree to the Responsibilities for Group Leaders listed above.

Event: _____ Date: _____

Group Leader(s):

1. Name (printed): _____ Signed: _____

Phone and email (not needed if in Realm): _____

2. Name (printed): _____ Signed: _____

Phone and email (not needed if in Realm): _____

Appendix B

Sign-In Form

Date: _____

I am attending the _____ event at Trinity Presbyterian Church.

I CERTIFY:

1. For the past 14 days I have not had the following COVID-19 symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or trouble breathing.
2. For the past 14 days I have not had contact with anyone known to have COVID-19 or anyone who tested positive for COVID-19.
3. For the past 14 days, I have not had contact with anyone who has traveled using public transportation, inside the USA or outside the USA.

I AGREE TO:

- A. WEAR my facemask at all times while at the event.
- B. WASH my hands or use an alcohol-based hand sanitizer while at the event.
- C. MAINTAIN a six-foot separation between all people while at the event.
- D. Not shake hands, touch, or hug individuals while at the event.

ATTENDEES:

1. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
2. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
3. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
4. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
5. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
6. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
7. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____

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Sign In Sheet, page 2

Event: _____
Date: _____

8. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
9. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
10. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____

- 11. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 12. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 13. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 14. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 15. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 16. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 17. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 18. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 19. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____
- 20. Name (printed): _____ Signed: _____
Phone and email (not needed if in Realm): _____

Event Coordinator signature: _____

Appendix C

Youth Participation Form

Date: _____

This form is permission for _____ (name of minor) to participate in Youth Events and gatherings at Trinity Presbyterian Church, on church campus or off church campus. This permission is continuous and includes all Youth Events and Youth Gatherings unless revoked by me, or if it is no longer needed when the church moves to Pandemic Phase 4.

I CERTIFY:

1. For the 14 days preceding a Youth Event, my child has not shown or complained of any of the following COVID-19 symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or sudden changes in taste or smell.
2. For the 14 days preceding a Youth Event, my child has not had contact with anyone known to have COVID-19 or anyone who tested positive for COVID-19.
3. For the 14 days preceding a Youth Event, my child has not used public transportation, or had contact with anyone who has traveled using public transportation, inside or outside the USA. If my child has used public school buses, my child has followed school board policy for using the school bus.

MY CHILD AGREES TO:

- A. WEAR their facemask at all times while the church is in Pandemic Phases 0-3.
- B. WASH their hands and use an alcohol-based hand sanitizer available on campus.
- C. MAINTAIN a six-foot separation between all people while on campus.
- D. Not shake hands, touch, or hug individuals while on campus.

I AGREE TO:

- I. Keep my child home if they show any symptoms or conditions of 1-3 above.
- II. Review the responsibilities A-D of responsible gathering guidelines with my child.
- III. Immediately inform the church representative Tami Voyles at tvoyles@tpcmckinney.org if there is any change in my child's health which may be COVID-19 related, during a 14 day window after each church gathering or event.

Name (printed): _____ Signed: _____

Phone and email (not needed if in Realm): _____

End of document.