

# Small Group Protocol

Small groups have the option of continuing to meet via online methods. If they choose to meet on church property, the following is required of all groups using any room on site at OLPH, St. Mary's, Albany:

## In General:

- 1) Scheduling must be done through the office.
- 2) No meeting may go over 1 ½ hours
- 3) Each group needs to assign 2 Protocol Monitors. Their tasks include:
  - a. Setting up the location before the meeting for social distancing
  - b. Sanitizing the location before hand
  - c. Tracking who attended each session
  - d. Returning the room to original set-up
  - e. Sanitizing all surfaces after the meeting
- 4) Do NOT let people from other groups in. If they are with another group, that group is responsible for letting their members in and tracking them.
- 5) Do NOT use any room other than the one you are scheduled for. It may be empty when you start your group, but there may be another group set for that room after you start your meeting. Not everything makes it on the Google Calendar.
- 6) Keep an attendance list of who was at each meeting and their contact numbers. Take it to the office directly after the event. If you have access to the front desk, you may drop it there. If not, please put it in the mailbox outside the office doors facing Broadalbin.

## Before coming on site -

- 1) Masks must be worn on site.
- 2) Maintain Social Distancing – 6ft between people or families (immediate, not extended). This may mean reduced numbers at your gatherings.
- 3) Provide your own wipes and gloves. If you leave them under the sink, be aware that others may use them, too.

## After your meeting -

- 1) Return the room to original set up as shown in the picture for that location.
- 2) Use your wipes to clean all surfaces (counters, tables, doors, etc.)
- 3) Spray all chairs, including the backs, sides and under the seat pan where people grab chairs to move them. Let them air dry. The spray is under the sink in most

rooms. The gym has a bathroom off it, the spray will be there. The Gathering Space will have spray under the kitchen sink. Youth loft will have a spray bottle on top of the fridge. The RCIA room will have a bottle on a shelf by the main door.

- 4) If the spray bottle is empty or nearly so, please let us know. You can either send an email, call or leave the bottle at the front desk with a note telling us which room it belongs in.

**Room Capacities (Unless otherwise indicated, does not include use of tables):**

1. Church – 100
2. Gathering Space – 40
3. Gym – 50
4. Cafeteria – (half by windows) 20 w/o tables, 16 with tables
5. St. John XXIII – 15
6. RCIA room – 8 with tables
7. Youth Loft - 20
8. St. John Vianney – 12 w/o tables, 8 with tables
9. Guardian Angel – 7
10. St. Joseph – 9
11. St. Francis – 12
12. Our Lady of Guadalupe, St. Therese and St John the Apostle – 20 w/o tables, 16 with tables
13. St. Rose – 16 w/o, 12 with tables
14. St Maximilian Kolbe – 12 with tables
15. Parking Lot - 60

I agree to ensure compliance with the above protocols within the small group I lead.

---

(Print name)

---

(Sign name)

---

(Date)