



Timberlake United Methodist Church
21649 Timberlake Road | Lynchburg, VA 24502
434.239.1348 | timberlakeumc.org

Timberlake Room Use Protocol

REV 21.8.4

The Timberlake Church Council is pleased for the building to be open for our ministry and the use of our neighbors. The room use process follows. Prior to meeting in the building:

1. The Leader of the group / ministry will request a room from office manager, Jennifer Davenport (jennifer.davenport@timberlakeumc.org or 239-1348).
2. The Leader will read, sign, and submit this protocol to the office manager.
3. The Leader will distribute this protocol to every member of his/her group.
4. The Leader will send to the office manager a roster list of every participant by name. (In case of virus transmission, Timberlake leaders and staff will conduct contact tracing).

As the Leader, I agree to abide by these expectations and enforce them with all participants for the safety of our people and the health of our community. Every participant will:

- WEAR A MASK AT ALL TIMES WHILE IN THE BUILDING.
- Remain home if sick or if exhibiting any Covid-19 symptoms.
- Enter and exit the building by the same door, designated by the office manager. Only the designated room will be used. One designated bathroom will be used.
- Wash hands before and after the meeting.
- Clean the space after the meeting. Using an approved product, such as bleach and water solution, participants will clean all touch areas including tables, chairs, door handles, railings, sinks, faucets, countertops, and toilet flush handles.
- Immediately advise the Leader, who will immediately advise a Pastor if he or she:
 - Tests positive for Covid-19, or
 - Is referred for a Covid-19 test, or
 - Has come into contact with someone who tests positive for Covid-19 (contact is defined as within 6' for 15 minutes or more).
 - Spaces used by such participants will be given a minimum rest period of 24 hours, followed by deep cleaning. Any transmission of the virus on campus may lead to closing the building for appropriate quarantine.

Leader signature / date

Our mission is to reach, feed, and release people to be the hands and feet of Jesus.