

# Community of Christ

Onset Board of Trustees (OBOT)

PO BOX 893 Onset, MA 02558



[www.onsetcampground.org](http://www.onsetcampground.org)

## **Procedures & Requirements to Host an In-Person Organized Activity/Gathering**

Effective July 1, 2021 until updated or rescinded

*As Approved by Community of Christ World Headquarters*

**Draft June 8, 2021**

The Onset Board of Trustees (OBOT) has obtained permission from World Church to re-open the Campgrounds beginning July 1, 2021 in a limited and restricted way as the COVID-19 pandemic continues, but the spread of the disease has greatly subsided.

The church's response to reopening our church buildings and campgrounds facilities is stricter than the Commonwealth's current response. The Church's approach is to mitigate the spread of COVID-19 with the goal of **"protecting the most vulnerable" (D&C 164:6a)** in our congregations, cities, towns, and villages. It is in that spirit that they have approved the attached procedures and requirements which provide an as-safe-as-possible environment for physical gathering. We anticipate that as conditions improve, the church will loosen restrictions and this policy will be updated.

This document serves as an application for members, or congregations, of the Community of Christ who wish to use a church-owned facility on the Onset Campgrounds to host an in-person gathering. It describes the steps that must be taken to reserve and receive approval to rent a facility, and the terms & conditions for facility use and requirements for in-person gatherings. The requirements will vary based on the COVID-19 rate in Massachusetts at the time of the gathering, with stricter terms when the rate is between 5 and 10 cases per 100,000 population, and more relaxed terms when cases fall below five per 100,000.

**If the COVID-19 rate goes above 10 cases per 100,000 population, or if there is an indication of community spread within the campgrounds community, no in-person group activities will be permitted on the campgrounds.**

The OBOT has designated two "Campgrounds Health Officers" (CHOs) – Jay Cook and Charlotte Brousseau. They are authorized to administer all COVID-19 related procedures including approving requests to host group activities, canceling or recommending cancellation of an approved, scheduled Organized Activity if the required health conditions are not being met or other requirements to hold the activity are not being implemented. They are also available to answer your questions.

**The OBOT will monitor COVID data, and Commonwealth and Church requirements and will re-close the Campgrounds if deemed necessary for public safety.**

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## **Church-Owned Facilities Available for Use/Rent for In-Person Group Activities and Events**

The following church-owned facilities on the Campgrounds may be reserved for in-person group activities and events by the Onset Board of Trustees, the New England Mission Center, the Onset congregation or a member of the Onset Conference **only**. **No outside individuals or organizations may rent facilities until further notice.**

The **indoor** facilities are:

- the Rec Center (dining hall, bathrooms, Gathering Room)
- Youth Chapel
- Tabernacle (with or without nearby restrooms)

The **outdoor** (or open-air) facilities are:

- the Ballfield (with or without the Rec Center bathrooms)
- Tennis Courts (with or without the Rec Center bathrooms)
- Boat Launch
- Beach (with or without nearby restroom facilities)
- Gathering Area Behind the Rec Center (with or without the Rec Center bathrooms)

*Note: the kitchen in the Rec Center, and the Muddy Cove Retreat Center Common Room have not been approved to open; they will remain closed until further notice. The playground is open for personal/private use only, not organized group activities.*

The cost of renting each facility can be found on the Facility Reservation Request Form on our website, [onsetcampground.org](http://onsetcampground.org).

### **Examples of group activities include:**

- Educational Activities (e.g., the Jim Cook Seminar, Bible Study, Priesthood Meetings)
- Spiritual Activities (e.g., in-person worship services, baptism services, memorial services)
- Recreational (e.g., craft classes, softball game, children's bicycle decorating activity & parade, family reunions, birthday or anniversary celebrations)

Note that group activities may be one-time events or recurring activities.

### **Additional Terms & Conditions of Facility Use Established to Prevent the Spread of COVID**

- All activity hosts (facility renters) are encouraged to reserve an outdoor space and host their activity outdoors if possible.
- All activity hosts (facility renters) will be required to work with the Campgrounds Health Officer (CHO) to ensure that health and safety requirements (attached) are followed.
- All reservation requests are subject to CHO Approval and cancellation.
- All guests / participants in Organized Activities or Events must be vaccinated against COVID-19 or have had a negative COVID test result within 72 hours of participating and have no COVID symptoms or been exposed to someone diagnosed with COVID in the last ten days.
- There may be restrictions on gathering sizes, materials, food, and the types of activities that can take place. The CHO will inform renters of the limits in effect at the time of their reservation.

## **Procedures and Application to Host an In-Person Organized Activity/Gathering<sup>1</sup>**

**The following Procedures and Requirements are in effect starting July 1, 2021 until superseded or rescinded by the Onset Board of Trustees.**

Any person or organization within the Onset Conference wishing to host a one-time, or recurring, in-person organized activity in or on Church-owned, OBOT-managed indoor or outdoor facilities on the Onset Campgrounds must complete the steps described in this section.

An overview of the steps is provided here. Details follow.

### **Overview:**

**Step 1.** Reserve Facility

**Step 2.** Meet with Campgrounds Health Officer (CHO); review and agree to terms of use

**Step 3.** Provide required pre-event information to the CHO

**Step 4.** Receive Approval from the CHO

**Step 5.** (within 72 hours of Activity) verify that current health conditions and State and Church restrictions allow in-person gatherings as approved.

### *Host Activity*

**Step 6.** (after Activity) Clean up

**Step 7.** (after Activity) Submit completed forms to the CHO

**Step 8.** (if applicable) Notify the CHO if any participants in Activity tested positive for COVID within two weeks after the Activity

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<sup>1</sup> **Organized Event or Organized Activity** – Any in-person group activity, event, or gathering planned and organized by an individual or entity that is to occur in/at one of the Onset Campgrounds Group Facilities, on a specific date, or recurring dates, with a specific start and end time with either a guest list or an open invitation to everyone in the Onset Campgrounds community and/or Onset Conference. This includes but is not limited to church services, weddings, baptisms, blessings, funerals/memorial services, seminars or organized group meetings of any kind, birthday parties, anniversary celebrations, family reunions, game nights, baseball/softball game, tennis tournament, pickle ball game, or any other such activity involving people from more than one household. *Note: private, in-home, / on-leased lot gatherings are not subject to the Organized Activity Requirements herein.*

## Details:

- Step 1:** The Facility Requestor /Event Host shall complete and submit the Facility Request Form, indicating the specific facility(ies) and dates desired to the Rental Manager (Marilyn Booth)<sup>2</sup>. This form can be found under the Hall and Building Rentals section of the Housing page on the Onset Campgrounds website (<http://www.onsetcampground.org/housing.htm>). Those reserving the tabernacle must indicate whether they also want use of the restroom in the nearby Laundry Facility. Those reserving outdoor facilities must also indicate whether they want use of nearby restroom facilities. The Rental Manager will confirm availability of the requested facility for the date(s) requested. (Only one request is required for recurring events at the same location, such as weekly church services in the Tabernacle, bi-weekly Bible study classes on the ball field, or monthly craft classes in the Rec Center, etc). If the Rental Manager determines that the Organized Activity is able to be scheduled in the facility requested on the date requested, the Rental Manager will provide a copy of this document (Procedures and Requirements to Host an In-Person Gathering) to the Campgrounds Health Officer, who will contact the Facility Requestor for a meeting.
- Step 2:** The Facility Requestor/Host shall meet with the Campgrounds Health Officer to review/explain all currently required procedures and documentation, based on the facility requested. These requirements may relax or tighten based on community health conditions/COVID rate. The requirements the CHO will review with the Facility Requestor are listed on the **Checklist of Requirements for Hosting a Group Activity** (below).
- Step 3: (This step may be completed at the same time as Step 2)** The Facility Requestor/Host shall provide the following information to the Campgrounds Health Officer prior to the scheduled Organized Activity date, or first scheduled Organized Activity date if a recurring activity:
- A signed copy of the Acknowledgement at the end of this document.

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<sup>2</sup> **Rental Manager – Marilyn Booth** -- The person authorized by the Board to accept Facility/Activity Request Forms and short-term rental applications/reservations on behalf of the OBOT and who has the authorization to tentatively schedule Organized Activities, pending CHO Approval. The Rental Manager will provide a copy of the *Procedures and Requirements to Host an In-Person Organized Activity/Gathering* to the Requestor, direct them to meet with the Campgrounds Health Officer and pass the Group Activity / Facility requests and room reservation applications on to the Campgrounds Health Officer for approval.

- Name and contact information for the Event Health Officer (EHO). This person will be responsible for ensuring that all requirements as designated by the Campgrounds Health Officer are followed. Note: The Host may also serve as the EHO.

**Step 4: (This step may be completed at the same time as Step 3)** After meeting with the Facility Requestor/Host, the Campgrounds Health Officer will either deny or grant provisional approval for the Organized Activity to occur as scheduled. *The decision will be noted at the bottom of this application. The CHO will retain the Acknowledgement /Approval and notify the Rentals Manager of his/her decision. The Facility Requestor will be given the Guidelines/Checklist of Requirements and all required forms.*

**Step 5 – no more than 72 hours prior to each scheduled Organized Activity:** The CHO will confirm the following:

- the new infection rate within Plymouth County as found at <https://globalepidemics.org/key-metrics-for-covid-suppression/> meets the required criteria of less than 10. If the metric is at or above 10, the Organized Activity must be cancelled.
- the Organized Activity still conforms with all requirements for gatherings imposed by the Commonwealth of Massachusetts and the Community of Christ at that time. If the Organized Activity no longer conforms, the Campgrounds Health Officer will discuss with the Facility Requestor/Host what additional measures must be taken, or the activity must be cancelled.

**Step 6 – clean up after your event,** the sanitization people will come in sometime after you.

**Step 7 – within 24 hours after the Organized Activity:** Turn in the completed Cleaning & Sanitation Checklist and the Participant Contact Information Form to the CHO.

**Step 8 – (if applicable):** Notify Campgrounds Health Officer if any participants in Activity tested positive for COVID within two weeks after the Activity. Work with Campgrounds Health Officer to notify all participants in your activity of possible exposure to COVID-19.

## Requirements for Hosting a Group Activity - Checklist

**This Checklist must be completed and reviewed with Campgrounds Health Officer before approval to use a Facility will be granted.**

Activity Name: \_\_\_\_\_

Facility Requestor/Host Name (printed): \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Start and End Times: \_\_\_\_\_

Requested Facility: \_\_\_\_\_

**CHO: Check all that apply to reservation. Indicate N/A if not applicable for this reservation.**

- The COVID Rate for Plymouth County on this date is: \_\_\_\_\_ .  
The requirements checked below are based on this. Please be aware that if cases increase by the date of this activity, the requirements may change, or the event may even have to be cancelled.
  
- An Event Health Officer (EHO) must be designated for your event. The EHO is in charge of ensuring that all requirements as designated by the Campgrounds Health Officer are followed, including ensuring completion of all applicable items on the Cleaning & Sanitizing Checklist. The EHO is also responsible for ensuring the proper completion of all required forms noted below. **Who will serve as your Event Health Officer? (It can be the Host him/herself or someone else).**  
\_\_\_\_\_
  
- The maximum number of people who can participate in your event, based on current health conditions and the facility you have requested is \_\_\_\_\_
  
- You must require participants in your Activity to:
  - be vaccinated, or if unvaccinated, to have a negative COVID test within 72 hours of your Organized Activity or quarantine for 10 days prior to participation in your Organized Activity, have no COVID-19 symptoms and not been exposed to anyone diagnosed with COVID-19 in the last 10 days.
  - inform you if they test positive for COVID-19 within two weeks after participating in your event.
  
- All windows must remain open during the duration of your indoor activity
- All ceiling fans must be on during the duration of your indoor activity.

- Mask Requirements based on the facility you have requested and current health conditions (CHO will check one):
  - Everyone must wear a mask during your event
  - Unvaccinated individuals must wear masks during your event; vaccinated individuals are not required to wear masks.
  - No masks are required / Individual preference
- Singing is / is not allowed.
- Printed materials are / are not allowed.
- The Campgrounds Health Officer will provide Hand Sanitizing Stations in the facility for your group's use and will post signs reminding participants to wear their masks and socially distance.
- The restrictions on food service/eating at your event based on current health conditions and the facility you have requested are (CHO will check all that apply):
  - No Food May be Served.
  - Participants may each bring their own food, drinks, plates & utensils and eat together during your event.
  - Individually boxed/bagged food /drinks may be catered in and distributed by one person wearing gloves; participants may eat together during your event.
  - Participants may bring their own water bottles and are allowed to drink from them during your event.
- You are responsible for the sanitizing of the reserved facility, per the items marked as relevant for your event on the Cleaning & Sanitizing Checklist. The CHO will provide you with a spray disinfectant and/or disinfecting wipes and gloves.
- You must require participants in your Activity to maintain appropriate social distance. [Six feet (or more) is required between individuals who do not live in the same house.] Specific requirements for your activity/facility are:
  - Pews/benches must be taped off. The Campgrounds Health Officer will assist you with this if desired.
  - The Event Host and EHO will take responsibility for seating guests to ensure people from different households/families are physically distanced.
  - The Event Host and EHO will take responsibility for keeping guests/participants from different households/families physically separated during the activity/event.
- For outdoor activities, you must post signs along the perimeter of the reserved space noting the date and times the area is restricted to invited guests only and that social distancing is required. The Campgrounds Health Officer can help you with those, if needed.

- You must complete the following documents at the time of your event/activity:
  - Cleaning & Sanitizing Checklist** – The Campgrounds Health Officer will review this list with you and which areas apply to your activity/facility and answer any questions you have about complying
  - Participant Contact Information** (for Contact Tracing, if needed)
- Ensure to the best of your ability that all protocols and best practices as required by the Campgrounds Health Officer are followed in the course of the Organized Activity.
- A Sacrament will / will not be part of your event. If it will, which sacrament (circle):  
 Communion                  Baptism                  Confirmation                  Marriage                  Ordination  
 Blessings of Children                  Laying on of Hands for the Sick                  Evangelist Blessing
- If applicable, review all requirements for sacrament with CHO (separate document)
- Special instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Your Pre-Event Check-in Date is: \_\_\_\_\_ (1-3 days prior to activity date). At this time the CHO will check the COVID-19 Rate in Plymouth County and guidance from the Commonwealth of Massachusetts and World Church and let you know if any requirements must change or if the event must be cancelled.

## Acknowledgement and Agreement to Terms of Facility Use

Activity Name: \_\_\_\_\_

Facility Requestor/Host Name (printed): \_\_\_\_\_

Activity Date(s): \_\_\_\_\_ Start and End Times: \_\_\_\_\_

Reserved Facility: \_\_\_\_\_

Maximum Occupancy for /Participation in this activity is: \_\_\_\_\_

The maximum duration (length) for which your activity has been approved is: \_\_\_\_\_

I acknowledge that I have read and do hereby accept the terms and conditions contained in the Onset Board of Trustees Procedures and Application to Host an In-Person Organized Activity / Gathering, for the above-named activity.

I acknowledge the receipt of these requirements and the referenced required documents and agree to full compliance with all requirements related to the above-named activity.

Name of Facility Requestor/Host: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This request is:

\_\_\_\_ Approved

\_\_\_\_ Denied

Name of Campgrounds Health Officer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_