

Name of Group / Gathering: _____

Date: _____

Start Time: _____ End Time: _____ (limit to ONE HOUR)

_____ Provide Zoom option for any group members unable to attend in person.

_____ Keep blower/exhaust fan on – switch is on wall to right of sliding doors (recommend keeping doors open for ventilation)

_____ Sanitize hands upon entering and leaving the building (near accessible door)

_____ Stay in Elarth Hall

_____ Stay OUT of Kitchen

_____ No more than 10 People

_____ Stay at least 6 feet apart

_____ Masks worn at all times, covering nose and mouth

_____ No food sharing or potluck

_____ Bathroom Use (use ones in coatroom only)

_____ Fifteen Minutes between uses of the Bathroom

_____ Wipe Down everything touched in the bathroom (flush handle, faucet, sink, etc.)

Cleaning after the meeting using provided disinfectant wipes:

_____ door handles

_____ chairs

_____ thermostats

_____ light and fan switches

_____ other (please clean anything that was touched—note here:

_____)

I certify that our group met all requirements: _____

Comments / Concerns:

Put completed form in Administrator's box in coatroom (on left side of mailboxes).

If anyone in the group tests positive shortly after being in the building, contact the minister or administrator and all participants in the meeting.