

# Protocol for use of Fellowship Hall and Main Bathroom

**No access to kitchen, offices, storage rooms, classrooms, second floor, or sanctuary**

Ogden Presbyterian Church is following all executive orders, CDC guidelines, and Health Department and Global Health Experts.

## **Instructions for EVERYONE**

Enter and Exit using the Side Door or Elevator. Before entering the building, all persons must **be wearing a mask for the duration of the event**. Mask must cover both your mouth and nose. Should you forget your mask, one will be provided to you. Masks will be located in the coat room, just inside the doorway.

Upon entering the building, all persons must sanitize their hands. A sanitizing station will be located just inside the fellowship hall doorway.

Allow for social distancing upon entering/exiting the fellowship hall. Markers will be placed on the floor indicating 6' distances.

A trash can will be located near the fellowship door. Please use just this one receptacle.

No paper handouts, books, food are allowed at this time. Should you have the need for supplies, each individual will need to bring their own, and they must not share items and will need to take them with them when leaving the fellowship hall.

**Person who called/organized the gathering shall be responsible for the following:**

### **All events must be scheduled to use the fellowship hall**

- Contact the church office (via email, text or phone) to schedule the event. Provide how many will be attending (maximum allowed is 20).
- If a microphone is needed it must be requested when scheduling the event.
- Arrive before any attendees to open the door (a code for the keypad will be provided)
- Seating will be set up prior to your arrival for your event, DO NOT rearrange the room.
- Make sure each person is wearing a mask correctly
- Request each person sanitize their hands
- Record each person's name on the sheet provided and ask the following questions:
  - 1) Do you have a fever?
  - 2) Have you come in contact with anyone diagnosed with covid-19 in the last 14 days?
  - 3) Have you traveled outside the country or state in the last 14 days?
  - 4) If anyone answers yes, ask them to please leave and make note of their name
- Remind each person to practice the minimum 6' social distancing

- Upon conclusion of event, after all attendees have left the person in charge must wipe down all hard surfaces, such as seats (to include back) light switches, door handles, tables and any other hard surface that was utilized. Disinfectant wipes and spray are provided. They will be located on the kitchen counter.
- Dispose of all cleaning material (wipes, gloves, etc.) in the trash can near the fellowship door.
- Leave the sign-in sheet on the kitchen counter

### **Responsibility of person(s) attending event**

No touching or hugging at this time, this is for your safety

No passing of materials or food is allowed at this time, should you bring anything into fellowship hall, when event is concluded you must take these items with you.

### **Bathroom Facilities**

Should the need arise to use the restroom, (only 1 individual at a time) follow arrows from fellowship hall down west hallway, to men's/women's restroom located at end of hallway. Do not touch, open, or go into any cabinet, room on way to bathroom.

Only one stall will be available to use, this will be indicated on the stall door.

Upon leaving the restroom, please wash hands, (sing happy birthday twice as this accounts for approx. 20 seconds) hand sanitizer will be available and located outside of bathrooms. Proceed directly back to your event.

### **PLEASE NOTE THE FOLLOWING**

Please self-monitor, should you feel ill, do not come to OPC, and stay home

Symptoms that may appear:

\*Cough

\*Shortness of breath

Or at least two of the following

\*Fever

\*Chills

\*Repeated shaking with chills

\*Muscle pain

\*Headache

\*Sore Throat

\*New loss of taste or smell

The safety of every members and the community is very important, we will continue to monitor the (covid-19) situation very closely and keep you informed as new details arise, we will continue to take all necessary actions and precautions to prevent the possible spread of respiratory viruses. Thank you for your understanding in this matter.

I agree to abide by the above protocol for (event name and date):

---

---

(printed name)

---

(signature)