

Protocol for use of Sanctuary/Music/Bathroom Only

No access to kitchen, offices, storage rooms, classrooms, second floor

Ogden Presbyterian Church must follow all executive orders, CDC guidelines, and Health Department, and Global Health Experts.

Before entering building all persons must have a face covering. Face covering must cover your mouth and nose **and be worn throughout duration of event**. Should you forget your face covering, one will be provided to you. Face covering will be located by side entrance door on table next to elevator

Upon entering building, all persons must sanitize their hands, a sanitize station will be located just inside the main doorway.

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

For the purpose of this protocol, person in charge will be referred as the 1 person who called/organized gathering.

Person in charge shall be responsible for the following

To schedule your event date you must contact Brandon via email. This is to ensure your event is not conflicting with another event and to provide adequate time for cleaning staff to ensure the Sanctuary is ready for the next event. You will be asked who is scheduling the event? What group the event is for? How many people will be attending the event? Seating (if needed) will be set up prior to your arrival for your event.

If microphone is needed, person in charge must request this upon scheduling your event date.

- If you are not on the calendar, you will not be able to use the Sanctuary.

First person in Sanctuary, last person to leave Sanctuary

A code will be supplied to the person in charge prior to event. The entry/exit into fellowship hall will be main door, located adjacent to parking lot, by elevators, where key pad is located. This entry/exit must be utilized by all persons attending the event.

A sign in sheet will be provided to the person in charge prior to event, the person in charge must check in each person attending the event, also the person in charge must ask the following question to each person upon entering the fellowship hall.

- 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

Should any person answer yes to these questions, they will not be allowed to attend event.

Once sign in sheet is complete, person in charge must put sheet in designed location.

You and members must stay within the designated area of the sanctuary as indicated on map

Upon conclusion of event, only the person in charge must wipe down all hard surfaces, such as seats (to include back) light switches, door handles, tables or any other hard surface that was utilized by you or anyone in your group. Disinfectant will be provided to you, disinfectant will be located **on the kitchen pass-through counter.**

No paper handouts, books, food allowed to 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, when leaving the Sanctuary.

A trash can will be provided to you, trash can will be located **by parking lot door**, note all trash from event must be put into this trash can, to include but not limited to used wipes, disposable face coverings, paper, ordinary trash. Trash can, will be emptied by custodial staff prior to next event.

Responsibility of person(s) attending event

When parking your vehicle, allow 1 space between each vehicle, do not park next to each other.

If singing, you must be a minimum of 12' from each other

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

Allow for social distancing at all times, when entering/exiting sanctuary, while seated (markers will be placed on the floor to indicate 6" distance) and in the parking lot. NOTE: if you live in the household with the person(s) you are attending the event with, you do not have to social distance from that person, and you can sit together, but you and the person(s), in your group, must social distance (6') from others.

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.

A trash can will be provided to you, trash can will be located **by parking lot door**, note all trash from event must be put into this trash can, to include but not limited to used wipes, disposable face coverings, paper, ordinary trash. Trash can, will be emptied by custodial staff prior to next event.

You must not enter fellowship hall until the person in charge is present.

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)