

Instructions for Sponsors of Meetings or Gatherings on Church Property (inside or outside)

SCHEDULING THE MEETING

1. With the exception of the Scout Hall, call the church office to reserve the space (Russell Hall, Eastminster Room, Sanctuary, Patio off of Boulder Hall, or backyard of Winola House), Date and Time of the meeting or gathering.
2. At the start of the meeting or gathering, the sponsor shall remind all attendees of the Healthy Worship Guidelines.
3. Ask the Office Manager for a copy of the WPC Contact Tracing form and make a list of everyone coming to the meeting, and update if there are any discrepancies based on who actually attended.

PREPARING THE MEETING SPACE

1. The church doors are locked at all times during these COVID-19 restrictions. For indoor meetings, all attendees should wait outside for the sponsor to arrive and open the door (insuring it remains locked after letting attendees in). If all attendees do not arrive at the same time, ask someone who has arrived to remain at the door to let others in.
2. The Sponsor should be the first person to enter the meeting room.
3. Take out the hand sanitizer and set it where all attendees can use it.
4. Restroom: The men's and women's restrooms by the water fountain are closed for all gatherings other than Sunday morning worship. If someone in the meeting needs to use the restroom, direct them to use the restroom near the kitchen in the Narthex. If a meeting attendee uses the restroom, the sponsor will sanitize the restroom after the meeting. Cleaning supplies are in the tub in the restroom. Wipe down all counter surfaces and light switch, sink faucet, toilet flushing handle and door handles.

DURING THE MEETING

1. Leave doors to indoor meeting rooms open during the meeting.
2. Ask all attendees to use hand sanitizer as they come in and leave the meeting.
3. Ask attendees to fill those seats farthest from the door first to maximize social distancing.
4. Indoors facial coverings are required at all times. Outdoors they are required if attendees cannot maintain the necessary social distance (6 feet).
5. Indoors – tables and chairs are not to be moved around as they are set up to meet social distancing requirements.

FOLLOWING THE MEETING

1. Update the contact tracing list if there have been any changes.
2. The sponsor is responsible for wiping down tables and chairs that were used as well as any other surfaces that were touched (light switches, door handles, flip board frame if used, etc.) **AND SIGN THE CLEANING CHECK LIST** in the tub. (Outdoors: checklist is in the tub.) Ensure all cleaning supplies and hand sanitizer bottles have been returned to the tub. If used, the restroom must be cleaned as described previously.
3. If after hours, the sponsor should be the last person to leave the building and if no other meetings are going on, the sponsor is responsible for setting the alarm.
4. Contact tracing list: Put it in the office manager's office mail slot or slide it under the office door, if the door is locked. You can also email the list to the office manager.