

Updated Covid -19 Building use requirements

Capacity limitations:

- 50 people in the Auditorium (as indicated by signs)
 - Wear Mask & Practice Social Distancing
- 10 people in all other rooms (as indicated by signs)
 - (Fellowship Hall / Foyer / RM 7/ [click HERE for MAP](#))
 - Wear Mask & Practice Social Distancing
 - **The sponsor/leader must assign a monitor to help ensure the rooms do not exceed these numbers throughout the event.**
- 1 person at a time in restrooms (as indicated by signs)
 - Only the main restrooms can be used. We cannot use the restrooms in the West end of the building. They are reserved for Promise Preschool even when they are not in the building.
 - **The sponsor/leader must assign a monitor to help let people know if the restroom is in use.**
 - Wash hands thoroughly after use

Physical/social distancing

- There must be a separately marked entrance and exit. When entering and exiting the building individuals or parties should be at least 6 feet apart. A “party” includes members of a household who live together.

Temperature screening

- Make sure temperature takers wear medical/plastic gloves.
- Using a thermometer, take each person’s temperature as they enter the building.
- **A fever is defined as a temperature of 100.4 or above.** Ask people who have a fever to return home and notify their medical provider.
- If no fever is present, have the person proceed to screening questions.

Screening questions

- **If the person answers yes to any of the following, ask the person to return home and notify their medical provider.**
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Keep a record of all in attendance. This allows the sponsor/leader to notify attendees if later they find out someone in attendance tests positive to Covid. **The sponsor/leader is responsible to make this notification if required.**

- Record the name of each person entering the building and answering no to the screening questions.

Create a “touchless” experience

Where possible, houses of worship are encouraged to create a plan which allows for worshippers to avoid all contact with surfaces.

- **Doors:** Doors entering the building and inside the building should either remain propped open or be opened/closed by employees/volunteers throughout the entire process.
- **Hand sanitizer:** Locate hand-sanitizer units at the front door and throughout the facility. Sanitizing materials should be provided by your group. Sponsor/leader responsible for making sure hand sanitizer is available.
- **Food and beverage:** No food or beverage may be offered by the house of worship. No food or beverage may be brought in by individual attendees to share with others.

Pre and Post Clean Up

Please plan on arriving early to sanitize and wipe down all doorknobs, handles, tables, chairs, bathroom stall doors, toilet handles, etc. that you believe your group will be coming in contact with during your time in the building. And then do the same after your event. Sanitizing materials should be provided by your group.

2020 Covie -19 BUILDING USAGE APPROVAL FORM (please print off, fill out and turn in ASAP)

Name of Organization: _____

Today's Date: _____

Name of Responsible Party: _____

Phone: _____

Email: _____

Date(s) of Event(s): _____

I have read the above requirements and agree to follow the guidelines laid out by the Dept. of Public Health and Environment for places of Houses of Worship. (click [HERE](#) to for more info.)

Printed Name _____

Signature _____