

# **Building Use during COVID-19**

## **Fall 2020**

### **Indoor Policy**

*In order to comply with Rocky Mountain Synod, the state of Colorado and Larimer County guidelines and requirements this policy is in effect until further notice. Approved by Covid Team and Executive Council October 1, 2020*

#### **Policy**

1. Groups will be Our Saviours' (OSLC) church groups, or outside groups with a OSLC liaison, or historic pre-pandemic relationship with prior OSLC building use
2. Groups will be no larger than 10 persons and utilize assigned room only
3. Form fitting masks must be correctly worn by all persons--bandanas and gaiters are not acceptable at this time
4. Physical distancing of 6 ft or more will be observed
5. Meetings must be scheduled with the church office and confirmed in writing
6. Leaders will maintain attendance records and contact information of all attendees
7. Attendance and contact information will be shared with the church office within 2 days of meeting via email at [karyn@our-saviours.org](mailto:karyn@our-saviours.org)
8. Liability waiver must be signed by each person and copies given to the OSLC office within 2 days of meeting
9. Meetings will last maximum of 1 hour
10. Detailed procedures for cleaning and safety listed below must be followed
11. OSLC reserves the right to revoke usage if state or synod guidelines become more restrictive or group does not maintain policy rules

#### **Procedure**

1. Only one meeting at any time on church grounds is allowed at this time, no concurrent meetings.

2. Hand sanitizer used prior and after meeting with supplied materials
3. Doorknobs, light switches, tables and chairs all wiped down with supplied disinfectant
4. All trash and mess must be taken away by participants
5. Doors of room to remain open, and weather permitting, at least one window to be opened
6. Bathroom usage is discouraged. If an urgent need arises, the South set of public bathrooms (with multiple stalls) are available for use. Please wipe down all surfaces with supplies provided
7. Exterior bathroom doors are to remain propped open and the fan left on at all times.
8. No drinking or eating is allowed at any point indoors
9. Singing indoors is prohibited
10. Groups may schedule the afternoons or evenings on Weekdays
11. Groups may schedule for any available time on Saturdays
12. No Sunday use is permitted at this time