

Protocols for Using Grace Lutheran Church

Small group meetings for members of Grace Lutheran Church are again welcome to use the church building as we gradually re-open from the restrictions of the coronavirus pandemic. The protocols are aimed at keeping everyone safe in this unusual situation. *All persons using the church are required to follow the following protocols below to ensure that the buildings remain virus free and safe to use.*

- 1. Groups wishing to use the building are required to contact the church office to schedule their meetings.** Contact should be by both **email and telephone** since we do not have personnel in the office every day during the pandemic.
- 2. Do not touch the door hardware when entering or leaving.**
 - The host of the group meeting needs to monitor the entrance door and open it for your group to enter and leave.
 - The host will disinfect the door hardware prior to unlocking the door for meeting participants and again after participants leave at the end of the meeting.
- 3. Contact tracing is required.**
 - List the names of all those attending your meeting with the date, time of day, and email or telephone number.
- 4. Wear face masks at all times especially in confined spaces including the kitchens, supply rooms, and restrooms.**
- 5. Persons entering the building must wash their hands in the restroom off the Fireside Room or use hand sanitizer before proceeding to their meeting space.**
- 6. All meeting participants must bring and use their own paper and pens/pencils.**
- 7. Wash hands after handling supplies and using restrooms.**
- 8. Clean restroom sink faucets and restroom door hardware with provided disinfectant wipes after use.**
 - Make sure that the toilet is flushed after the lid has been closed.
- 9. Maintain physical distancing by staying at least 6 feet away from everyone at all times.**
- 10. The host will sanitize the tables and chairs and any equipment used for the small group meeting with the provided disinfectant wipes before leaving.**