

## Announcement Concerning Building Entrance Protocol

Until the church reopens for general programming and public use, only persons who are to conduct authorized church business are allowed to enter the building. At its July 21, 2020 meeting, the Church Council adopted a protocol developed by the Public Health Task Force to govern building entry by persons authorized to conduct church business. For these persons, the following protocol will be used.

1. A person seeking entry will contact a member of the church staff by telephone or email to set up a reservation/appointment to enter the church.
2. The staff member will arrange a day and time for the person to enter the building and perform tasks in a space that poses minimal risk to other people who may be in the building at the same time (e.g., working in different rooms or parts of the building). A reservation will be placed in a reservation book kept at the Lounge Desk.
3. Upon arrival, the staff member who made the reservation, another staff member, or a volunteer will serve as “host” and let the “guest” into the building. The guest must wear a mask and go directly to the Lounge Desk to complete a health check questionnaire. If the guest answers “yes” to any question on the health check questionnaire, or if the host notices any visible symptoms, the guest will not be allowed to remain in the building.
4. When in the building or on the church grounds, guests are expected to wear masks properly and maintain a distance of at least 6 feet whenever encountering or likely to encounter another person. During the guest’s time in and on church premises, the host will occasionally check on the guest to ensure that the guest is complying with mask and social distancing requirements.
5. When the guest has completed the permitted business, the host will ensure that the guest leaves the building safely.

Additional information about this protocol is available from the church office.