

St Paul Lutheran Church Facility Use Handout

Before use of the building, we ask that the group coordinator distribute the St. Paul Lutheran Church Visitor Handout to each group member. Please remind participants that we are following the State mandate to wear masks inside the building and that everyone is expected to wear a mask at all times, unless they have a medical condition prohibiting use.

Please access the building from the main entrance into the narthex. When you enter the building, all group members must sign in on the log in sheet at the door.

While in the building, we ask that you only use the portion of the building that you have requested to use. Many rooms are currently unavailable for use and have signs on the doors indicating this. Please do not access these rooms.

Please encourage proper social distancing and cleanliness while in the building. There are multiple hand sanitizing stations throughout the building for your use.

Before you leave the building:

- Make sure all trash is cleaned up and deposited in a trash can. If your event generates a lot of trash, we do ask that you take the trash with you.
- Utilize the available cleaning supplies to sanitize the space that you used. Cleaning supplies can be found on the cleaning cart under the coat rack in the back hallway. Please wipe down the following items that were used during your event:
 - Chairs used
 - Tables used
 - Light switches
 - Door handles/push plates
- Instructions for proper use of the cleaning supplies can be found on the cleaning cart. Please use the indicated cleansers and PPE found on the cleaning guidelines.

When you leave the building, please make sure that everyone in your group signs out on the log in sheet.

Thank you for following the above guidelines. We hope that you have an enjoyable and successful event.

St. Paul Lutheran Church COVID-19 Response Team



August 25, 2020