Date:

Time:

Room booked:

Covid pre-screening: self screen

Covid tracking sheet: names, phone numbers, keep list for 30 days

Entry point: including traffic flow

* Hand sanitizing station e.g. alcohol gel
* Screening questions
* Masks optional and recommended for people with high risk factors
* Once seated should not socialize e.g. table hopping

Exit point: recommend one way traffic flow where possible.

* Hand sanitizing station

Washrooms: indicate ones to be used

* Accessible washroom
* Women’s washroom
* Narthex washrooms
* Men’s washroom – not available, currently being renovated
* Other …

Kitchen:

* Use dishwasher to sanitize plates and utensils

Food prep and serving:

* All food served to participants,
* No sharing of food e.g. buffet style

Music and speeches:

* Use a microphone
* Recommend music with piano, string instruments, soloists, drums, or recorded music; avoid wind or brass instruments

Post event:

* Sanitize all hard surfaces ie tables, chairs, doorknobs etc using Lysol wipes, microban spray, or fogger with hydrogen peroxide solution
* Sanitize bathrooms with microban spray or use the fogger with hydrogen peroxide solution (provided)
* Turn off lights
* Ensure outside doors to building are locked