



# Covid-19 Step #1

## Facility Re-Opening Guidelines

Do's and Don'ts Effective 6/14/20

### **DO'S //**

- Prior--the room must be requested, approved for use and scheduled through Planning Center Calendar.
- Leaders must fill out attendance (attached) and return completed log to Kaylee Beckley each time your group meets.
- Practice 6' social distancing at all times.
- MStar staff member present to help coach attendee's to proper protocols and compliance guidelines.
- Meeting attendees will be given the appropriate restroom locations for use by the leader and social distancing must be followed--please take turns.
- Use your own pen/writing utensil from home.
- Leader(s) and/or participants must sanitize the meeting areas prior to leaving the facility: e.g., lightly mist hard surface touch points (tables and counters, audio/visual equipment) with solution provided. Areas should be wiped dry after two minutes --then perform hand hygiene (see supply list below).
- Call Facilities 503.581.2477 for facilities help or needs.
- The only authorized entrance/exit doors for groups in the main building will be the main lobby doors (see last page for instructions).

### **DON'TS //**

- Interact with other groups meeting in the facility--group size must be less than 25 in the building and/or in separate rooms.
- Share food or drink.
- Rearrange the room.
- Contact tech department. Please call Facilities through the Phone # above for needs.

### **SUPPLIES AND SANITIZING STATION FOR EACH ROOM //**

- Hand sanitizer or use sink if available.
- Sanitizing spray
- Paper towels
- Contact Tracing Log Sheets

MStar Ministry Attendance Sheet: *Return to **Kaylee Beckley** in the main office.*

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

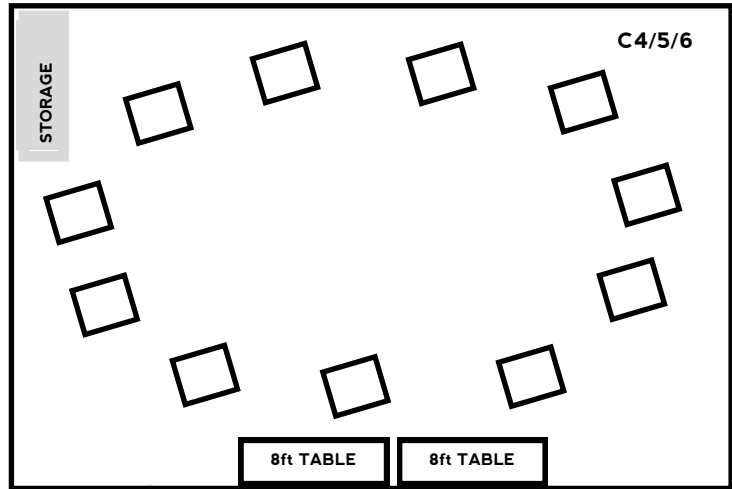
NAME	EMAIL	PHONE
Group Leader:		
Participants:		

# Room Options

## MODULAR C4, C5 or C6

Max: 11 (per room)

Restroom: Downstairs (Use back North Lobby doors.)

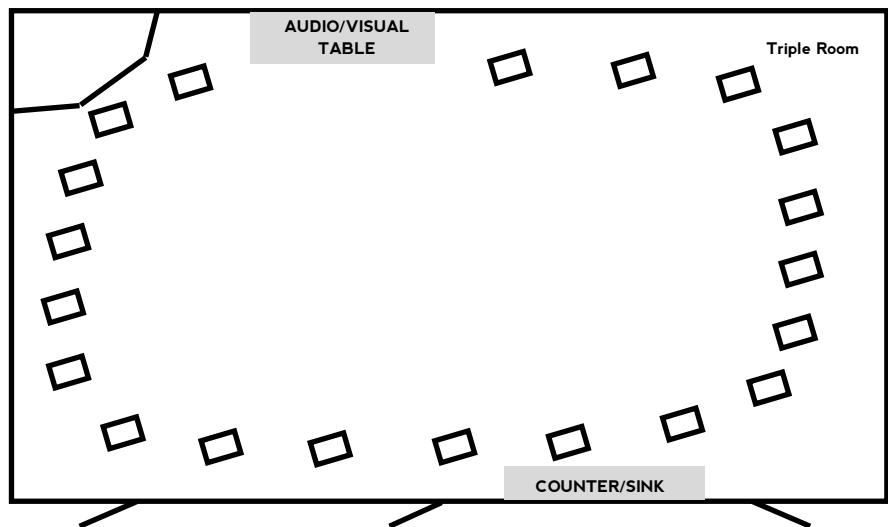


## TRIPLE ROOM

Max: 20

Restroom: Upstairs

Entrance: Use front South Lobby doors.

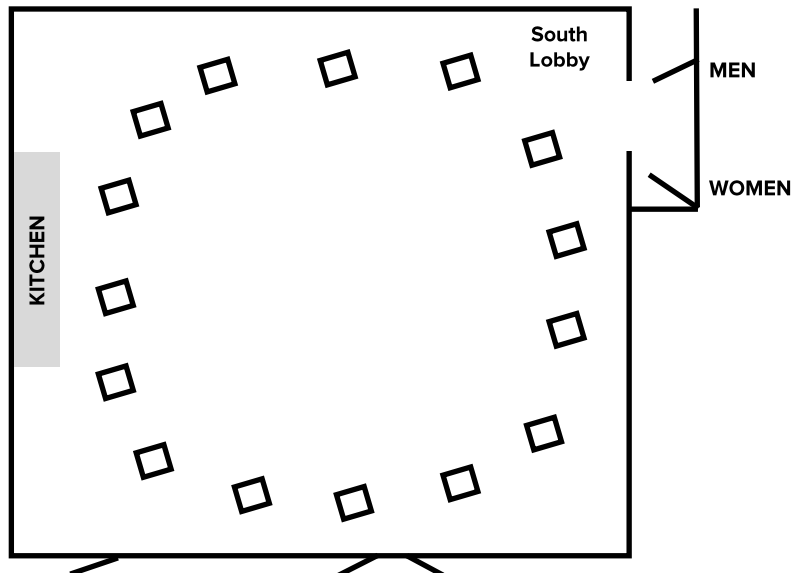


## SOUTH LOBBY

Max: 15

Restroom: Downstairs

Entrance: Use front South Lobby doors.



# Flow of Traffic: Entrance/Exit and Restroom Usage

