

## **Hyde Park Mennonite Fellowship Building Use Checklist**

Please complete this form each time the building is used and leave it in the box marked "Administrative Assistant in the church's mailboxes, at the back of the sanctuary. This can be found next to the box where you will find additional copies of this checklist. We hope it will provide a helpful reminder of various details related to use of the building. If you have any questions, you can get in touch with the church administrative assistant at [hydeparkmf@gmail.com](mailto:hydeparkmf@gmail.com).

### **ADDENDUM TO CHURCH USE GUIDELINES: COVID-19**

Individuals using the facility agree to the following guidelines and to hold HPMF harmless, in the event, an individual develops COVID-19. *Please note all COVID-19 related updates to this document. They are in black italics.*

#### **PRIOR TO CHURCH USE**

*Screen individuals prior to entering the church building. Any individuals who answer "Yes" to any of the following questions should not enter the church building.*

1. *Have you experienced any of the following symptoms in the past 48 hours: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea?*
2. *Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?*
3. *Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?*
4. *Are you currently waiting on the results of a COVID-19 test?*

#### **IN USING THE BUILDING**

- Call at least one week in advance to schedule a time during business hours to pick up a key or arrange for someone to open the building for your use.
- Maintain at least six-foot physical distancing from other individuals. Members of the same household do not have to maintain physical distancing from each other.*
- Limit numbers of participants in the upstairs of the church building to maintain physical distancing guidelines. Numbers of participants should not exceed our Governor's current guidelines. For current information, see "coronavirus.idaho.gov"*
- Wash hands with soap and water or hand sanitizer, as often as needed.*
- Cover coughs or sneezes (into the sleeve or elbow, not hands).*
- Avoid touching eyes, nose, or mouth.*
- Wear face coverings, especially when within six-foot distance of other individuals. Children under 2 years of age should not wear face masks.*
- No smoking or consumption of alcoholic beverages inside the building or on building grounds.
- No food or beverages (except water) allowed upstairs.
- Noise levels consistent with neighborhood use (not too loud and not too late).
- Use of the kitchen or copier allowed only in exceptional circumstances and with prior arrangement. This must be approved in advance.
- Children must be closely supervised at all times.
- No animals allowed in the building, except for service animals as approved by the ADA.

- ❑ Keep outside doors to the building closed as much as possible. This helps the heated or air-conditioned air stay inside (depending on the season) and keeps the flies outside.

**BEFORE LEAVING THE BUILDING**

- ❑ *After your meeting, clean high-touch surfaces, (e.g. tables and chairs, doorknobs, light switches, countertops, handles, toilets, faucets and sinks). **Use an EPA registered disinfectant to clean surfaces.** Caution: Do not use a disinfectant on toys or other objects children may put in their mouths. Use soap and water, as needed. Close windows. Shut off fans and air filters.*
- ❑ Place all trash in the garbage can downstairs in the kitchen. Empty trash if necessary and take the trash bag to the back of the building to the alley where there is a large trashcan.
- ❑ Check all bathrooms to assure that they are clean.
- ❑ All furniture returned to its original location (a sample floor diagram of the Meeting Room is on the back side).
- ❑ Curtains returned to their original position (open or closed, depending on the season).
- ❑ Turn off all lights (switches are on the northwest wall in the meeting room, by the doors in the entryway, beside the stairway on the north wall downstairs, in the kitchen entry, on the middle of the northeast wall downstairs and in the bathrooms).
- ❑ Turn the heat down to 55 degrees both upstairs and downstairs and turn the air conditioning to OFF in the summer (thermostat located in the northeast corner of Meeting Room upstairs and on the north wall of the eastern portion of the large room downstairs).
- ❑ Check ALL windows and doors to assure they are closed and locked (includes windows in meeting room, two doors upstairs and one door downstairs). If you don't have a key for building use, you can lock the front door upstairs and exit out the door on the east side of the building. Please make sure it is shut tightly.
- ❑ Take all belongings with you when you leave. Sorry, no extra storage space is available in the building.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Name of Group Represented:  
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Comments/Notes/Suggestions:  
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