

SAM – PLC meeting room guidelines – Covid 19 - YELLOW

Ministry meetings are only allowed in the PLC building, at this time. Weekday times are available from 2pm to 9pm on Monday, Thursday and Friday. Weekend times are available from 8am to 9pm on Saturdays, and 12 noon to 5pm on Sundays. Meetings must start no later than 7pm. Room capacity maximums, per Covid -Yellow level are showing on page 2. PLC building layout.

Meeting Coordinator:

The Meeting Coordinator is the person that has called the meeting, and will be in charge of assuring that all attendees follow the below guidelines, and will clean and disinfect all areas occupied. Note: Thermometer, Sign-In book and hand sanitizer are located at receptionist desk.

As the Meeting Coordinator you have the following responsibilities:

- Check out a PLC key from the ADMIN office no sooner than the day before your meeting. Please return key no later than the next business day. If the meeting is on a weekend, then please return no later than Monday.
- You must greet your attendees at the Receptionist desk, in the Lobby, and make sure that each attendee is asked the Visitor Screening questions listed below.
- Make sure that attendees have disinfected their hands, signed in to visitor log book, and that YOU have taken their temperature.
- Make sure that attendees do not wander in the PLC, use only the room you were assigned.
- Chairs and tables are pre-set to Covid limits and may not be added/removed from your meeting room. All furniture must be placed back to its original location.
- Make sure that no food or drinks are served, NO EXCEPTIONS.
- Make sure all trash is picked up and that the furniture is cleaned and left the way you found it. (Cleaning supplies are located in the Janitorial closet, in Lobby area. See PLC building layout on next page).
- All areas occupied or used must be cleaned and disinfected. Bioesque disinfectant spray bottles are located in each of the meeting rooms. Spray disinfectant and allow to "air" dry. Wipe off any excess with a paper towel or cloth rag.
- If using the larger San Damiano room or St. John Paul room, you can use the Ryobi fogger to disinfect these larger areas. Located in the Janitorial closet, see PLC building layout on next page. Please reach out to the Facilities Coordinator for instruction on how to use the fogger, before attempting to use.
- Make sure to spray disinfectant lightly over the areas occupied and items touched, i.e. door handles, table tops, chairs, including bathroom doors, sinks and stalls.
- Verify that all lights are off and doors are locked and closed, before leaving. Push/Pull on exterior building doors to make sure they are closed.
- Return the building key the next business day.

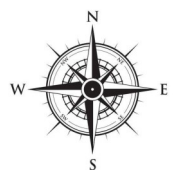
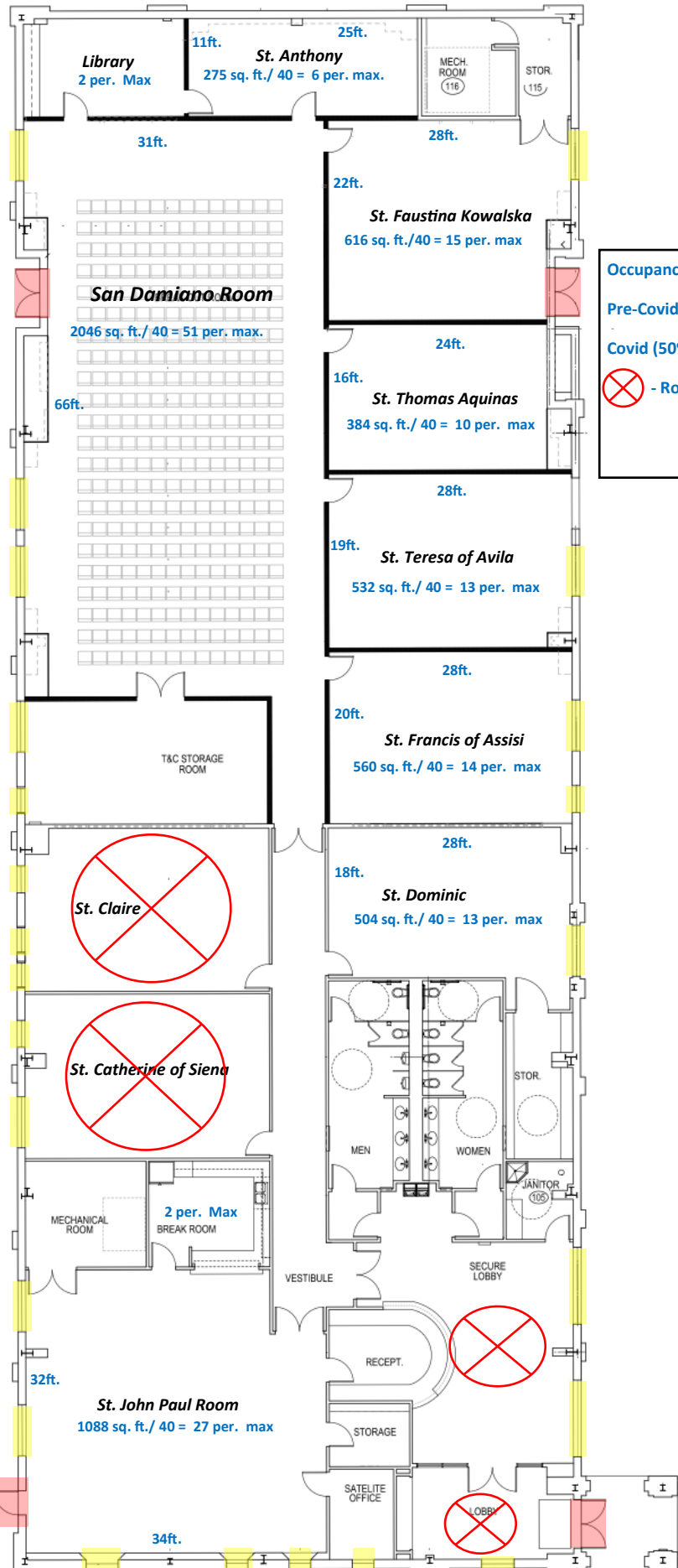
Visitors/Attendees:

All visitors/attendees must enter through the front "Main" PLC doors and meet the Meeting Coordinator at the Receptionist desk to disinfect hands, sign in and have their temperature checked. Everyone should WEAR A MASK, at all times. All the doors of the PLC building should remain locked during business and after hours.

Visitor screening - If you answer "yes" to any one of these questions, you must leave and not attempt further access to building/campus.

- 1) Do you or anyone you live with currently have, or have you had in the last 7 days, symptoms matching those associated with COVID-19 (fever with a temperature at or above 100.4 degrees, a dry or wet cough, or shortness of breath), or other symptoms associated with the flu?
- 2) Have you had recent close contact with someone who has been confirmed as having COVID-19?
- 3) Are you or a someone you live with currently waiting for results from a COVID-19 test?

Additionally, we encourage those who are 65 years and older or anyone with underlying medical conditions to stay home and contact your immediate supervisor. Underlying medical conditions include those with chronic lung disease: asthma: heart condition, compromised immune system: obesity: diabetes: kidney disease: or liver disease.



Occupancy Code: YELLOW (50%)
 Pre-Covid = 20 sq. ft. /person
 Covid (50%) = 40 sq. ft. / person
 ⊗ - Room not available for meetings

— Windows
 — Door (Main Exits)