

SJN COVID-19 POLICY FOR THE USE OF THE CHURCH FACILITY

This policy applies to the following church building uses:

Ministry meetings & group meetings; prayer meetings

Rooms that are available to use

Maximum capacity

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| Baldwin Hall | 40 people 60 including Dearden Rooms |
| Dearden Rooms | 25 people with walls open 10 people each |
| Richard Rooms | 15 people each |
| John Rooms | 10 people if half wall up 20 people with walls open |
| St. Teresa Conference Room | 10 people |
| Chapel | 20 people |

Parish Times that rooms are available to use

9:30 am to 2:00 pm and 6:00 pm to 9:00 pm

Booking a room process and expectations

1. For any rooms booked during the 9:30 am to 2:00 pm time frame:
 - a. The ministry leader hosting the event must book the room with Yvette Corey in the Front Office who manages the Church Calendar.
2. For any rooms booked during the 6:00 pm to 9:00 pm time frame:
 - a. The staff member responsible for the group will book the room and Yvette will approve the room request.
 - b. The staff member who booked the room is responsible for being present during the use of the room to unlock the church building, the room door, be present in the building during the room use and then ensuring that the building is locked when the event is over and all have exited the building.

Rules and Expectations for use of room or space:

1. All events and room use **must have a staff member present** in the building through the duration of the event until the last attendee has departed. A lay, non-staff person may not take the place or the responsibility in lieu of the staff member responsible.
2. The ministry or event leader will need to get a key from the front office or staff member in charge to unlock the room door. The leader must also sign out a sanitizing kit (complete with sanitation instructions) from the front office.
3. Before all attendees of the event depart, they are responsible for sanitizing the room with the sanitizing kit supplied. After the space is sanitized, the room key and sanitizing kit must be returned to the front office.