

Stated below is the checklist for facilities use. Leaders will present this list at the beginning of each meeting and adhere to the requirements listed.

MEETING CHECKLIST *(to be completed and initialed by group leader):*

- Attenders were advised that any participants who are feeling ill, or currently living with a household member who is ill, should not attend the meeting and should instead return home.
- Attenders are advised that if they should become ill in the week following the meeting, or if a household member becomes ill or is diagnosed with COVID, they should inform the group leader immediately. The group leader will then relay this information to the church office.
- Attenders were oriented to the requirement to wear masks at all times while on the CPC campus.
- Attenders were oriented to the requirement to wash their hands or use hand sanitizer upon arrival and departure.
- Chairs and tables in the room were configured to ensure 6 feet of spacing between participants. Members were advised of the recommendation to stay 6 feet apart from other attenders.
- If food or drinks were served, prepacked portions and/or a single server system were used to minimize common touchpoints.
- Attenders were advised not to congregate in restricted space common areas (hallways, restrooms, etc.) and to respect the social distancing rights of others.
- If practical, windows and doors were opened to enhance room ventilation.
- At the end of the meeting, common touch areas, including tables, counters and the bathrooms, were wiped down and cleaned by a designated group member using supplies available in the cupboard under the single sink in the church kitchen.

Please return this form to the CPC Church Office at the end of the meeting