

OUUC Building Use Checklist for Small Groups

- Group leader will familiarize themselves with the OUUC pandemic manual located on the website. * Periodically review the guidelines as they are often updated.
- Locate supply basket that includes hand sanitizer, masks, gloves, disinfectant, and paper towels.
- Bring a sign-in sheet to the door of the building being used by group. They are in the holder on the door of the workroom.
- Move the IQ air filter located in the sanctuary to your meeting room if you want to use it.
- Open meeting room windows and doors to increase ventilation.
- Inform participants of proper procedures as described in the manual and by signage throughout the building.
- Have participants self-screen according to the procedures described in the sign located at main entries and sign the meeting sign-in sheet.
- Everyone must sanitize hands upon entering. Sanitizer is located at entries and in supply baskets in each room.
- After the group is done, spray high touch areas with provided disinfectant and allow to sit for 60 seconds before wiping down.
- Put all garbage in trash cans.
- Close windows and doors.
- Return the IQ air filter, chairs, tables, etc., to where you got them.
- Put sign-in sheet in the holder on the door of the workroom
- Pull on outside doors to ensure they are completely latched.

* The OUUC COVID PANDEMIC MANUAL can be found at “COVID-19 Updates” under *Newcomers* on the Home Page.