

Building Use Guidelines for Parish Groups.

Please be sure the meeting is on the parish calendar at least two weeks prior. Contact Stephanie McCormick in the parish office at 937-6959 or by email at st.johnsaldenparish@gmail.com.

Basic COVID guidelines that must be met at all times with regards to social distancing, mask use, safe food use, and hand washing. Anyone that is experiencing symptoms or is not feeling well should remain at home. Individuals are encouraged to take their temperature at home. Anyone with a temperature over 100.4 F should not attend the meeting/function.

Groups that use the parish facilities, including the school building or the rectory must adhere to the following guidelines.

1. A complete log of names and phone numbers of each individual that is physically in the building. We request that a leader of the group make sure the log is complete. There will be a blue binder with log sheets in it for this purpose. This must be turned into the rectory on the following business day.
2. A mask, which completely covers your mouth, nose and chin, should be worn when entering and exiting the building, and when 6 feet of social distancing is not possible.
3. The gym and cafeteria are the **only** areas that are available for use. Please clearly indicate which space you will be using for your group prior to your arrival.
4. **Do not** move the tables and chairs in the cafeteria. They have been placed six (6) feet apart for social distancing.
5. If you are using the gym and require the use of tables and chairs, you must submit a **maintenance request form 1 week prior to your event.**
6. The **only** restrooms available for use are the bathroom in the cafeteria and the single use bathroom on the downstairs level. Do not use any other bathrooms or sinks.
7. **All** surface areas, tables and chairs, must be disinfected at the conclusion of the meeting.
8. All garbage must be brought out to the dumpster. The space should look exactly like it did when your group arrived. Any issues must be reported to the rectory immediately.

