

## Indoor GBC Safe Facility Checklist

### Before You Gather

### Set Up

- 1) Unlock access door and, if appropriate, prop door using a wedge for no touch entry. If keeping the access door open is not safe or energy efficient, designate one person to prop door during entry and the same person to prop door upon exit.
- 2) Space chairs/tables appropriate for social distancing of six feet as best determined by your use (bible study, presentation, counseling etc.). Individuals who arrive together in the same vehicle or live in the same home may group together as a unit. Keep units six feet apart.
- 3) Ensure hand sanitizer (*at least 65% alcohol*) is readily available and participants strongly encouraged to use.
- 4) Ensure surgical masks are available at the nearest point of entry alongside the sanitizer.
- 5) Do not serve food or beverages at this time. The GBC kitchen remains closed regardless of event held.
- 6) Contact the office regarding any supply issues or use questions. Leaders should arrive early to scout any potential issues.

### As You Gather

### Usage

- 1) Physical greetings should be avoided and verbal greetings used exclusively at this time.
- 2) If using resource materials encourage participants to bring their own copies, and seek to minimize such materials. Distribution of materials, if necessary, should be done by placing items on chairs beforehand rather than passed. Do not provide shared pens or other returnable user items if at all possible.
- 3) GBC restroom facilities are open. Interior signage will direct users to best practices regarding hand/health hygiene.
- 4) The State of New Jersey is still recommending the use of masks during indoor socializing. The kind of mask (*N95, surgical, cloth*) remains the preference of the user, and if appropriately applied participants should be granted entry regardless of their mask choice (*N95, surgical or cloth*).
- 5) Rituals or prayer which commonly involves otherwise appropriate touch or shared food should be generally avoided.
- 6) There is currently no health-compliant childcare available on the GBC campus.

### After You Gather

### Clean Up

- 1) Disinfect touchable surfaces such as tables, door knobs, light switches or other points of contact in the room of use by using disposable wipes or available sanitizing spray.
- 2) Disinfect all AV equipment such as microphones, remotes, projection controls, computers etc.
- 3) Ensure room is usable for next occupant by a) return seating to appropriate distance if moved by participants/family units b) make sure the room is orderly, clean and all issues (safety supplies, AV problems, etc) are reported to staff.
- 4) Turn off lights, close doors and make sure room temperature is set as directed by signage or the office.
- 5) Lock access door upon exit.