Building Use Protocol
As of 3/18/20

SUMMARY

CURRENT BUILDING USE PROTOCOL

● We are tracking everyone who is in the building
● Contact the church office to request the new door code
● Please follow the SIMPLE GUIDELINES

SIMPLE GUIDELINES

● Do not leave any garbage that cannot be recycled (food stuffs mainly.)
● Please wipe down surfaces that you have touched before you leave the building
  (e.g. doorknobs, countertops, keyboards, phones, copier) using a provided
  Clorox wipe

DETAILS BELOW FROM THE 3/17 AND 3/18 DAILY EBLASTS

FRONT DOOR CODES

We have announced that we will be closed and not allowing any events in the building
until March 31. (UPDATE: NOW THROUGH APRIL 30) The Board of Trustees will be
meeting soon and determining how long this timeline will be extended. We will update
you in a daily eblast ASAP.

Here is what we know as of this moment:

● We want to limit the number of people in the building in order to reduce the risk of
  exposure for each of us.
● We want to track who is in the building and when, so that we know a minimal
  timeline in case we need this information later (hopefully we will not ever need
  it!).
● We will be having the church cleaned and sanitized regularly.
● The more people that are in the building in a given week, the higher the risk of
  exposure.
Yesterday we began tracking all people who enter the building. To this end, all door
codes have been disabled. We ask that you email admin@unitarianlincoln.org if you
have a need to be in the building, and you will be sent the code for that week. If it is an
emergency, Jean's phone number is posted at the front doors (and it is also in Realm.)

If you must be in the building, we ask that you avoid touching things like keyboards,
phones, doorknobs and even the copier unless you are willing to grab one of the Clorox
wipes that are on the outside of the reception window and wipe them down before you
leave.

We have members, staff, and families who have individuals under their roof that are
high risk. Thank you for helping us protect everyone.

DEEP CLEANING AND SANITIZING 6300 A STREET

Some have inquired about whether we are going to continue to pay our custodians
during this period of time. The current plan is that, because there are still a few people
who will be accessing the building, we are having it sanitized at least twice a week.
Since Julio and Blanca won't have to do most of the regular tasks (vacuuming, replacing
paper products, mopping) they are focusing on deep cleaning and sanitizing on a
schedule worked out with the office. We have people among us with high risk factors.
Please help us to keep them safe by following the new protocol on building usage.
Please contact the church office or the minister if you have any questions about this
protocol.

As we announced in the 3/17 daily eblast, we are tracking who is in the building daily.
Current protocol on building usage:

- Contact the church office to get the new door code or to simply report that you
  plan to be there.
- Do not leave any garbage that cannot be recycled (food stuffs mainly.)
- Please wipe down surfaces that you have touched before you leave the building
  (particularly in shared spaces.)