

Fireside Room Small Group Gathering Protocol

Capacity for room- 20

- Room must be booked through Administrator
- Organizer of Small group will need list of attendees indicating how many had attended and with contact info.
- List will need to be forwarded to Admin Person for recorded keeping.
- Proper seat spacing – 6 feet in distance from nearest attendee, will be marked off and adhered to.
- Designated Entrance from outside and into fireside room to be marked off(Left Double doors into hallway that connects Fireside room to gym, Left Double doors that enter into Fireside room. – As if looking from outside the building and outside of the fireside room)
- Designated Exit doors to leave Fireside room and to exit outside doors (Right Double doors into hallway that connects Fireside room to Gym, Right Double Doors that enter into Fireside room – As if looking from outside the building of the fireside room)
- Hand sanitizer to be placed at entrance and exit.
- Designated door to exit to the bathroom (Door marked with Exit sign to the left of Kitchen food pick up station)
- Men's and Ladies Bathrooms in foyer are designated bathrooms for use.

Cleaning

- Cleaning will be done by janitorial following the cleaning protocol placed in this manual.

