

Eugene Friends Meeting
COVID-19 Timeline

User group wants to meet:

1. Host/Health Monitor
 - a. Notifies Cynthia/Schedular to get on the calendar
 - b. Notifies Ethen/Security Monitor-Hearth Keeper to get trained
 - i. Protocol
 - ii. Check Lists
 - iii. Registry Sign In

At the meeting:

2. Host/Health Monitor
 - a. Sets up meeting space
 - b. Follows Check Lists
 - c. Asks Screening Questions and Performs Temperature Check
 - d. Has participants fill out Registry Sign In
 - e. Monitors entry and exit

After the meeting

3. Host/Health Monitor
 - a. Cleans & Sanitizes
 - b. Turns in Check Lists & Registry Sign In Sheets to the EFM Library