

Eugene Friends Meeting

COVID-19 Health Monitor Check List

When complete, place Health Monitor and Sanitizing Check Lists in the **Library box**. Thanks!

Health Monitor: _____

Date: _____

Time IN: _____

Set UP:

- Check that the Memorandum of Agreement is executed
- Check on physical distancing cues
- Check on Supplies
 - Tissues
 - Waste baskets
 - Sanitizer
 - Extra face masks and face shields available
- Thermometer and sanitizer ready
- Registry Sign In sheets are on clipboard
- Screening Questions: Ask each participant:
 1. In the past 3 days/72 hours, have you had signs or symptoms of the virus:
 - a. fever, cough, difficulty breathing/shortness of breath, or loss of taste or smell?
 2. In the past 14 days, have you been exposed to anyone with the COVID-19 signs or symptoms?
- Take the participant's temperature.
 - Is the temperature less than 100.4 (infrared)?**
 - Have participant sign Registry and allow entry.**

Monitoring:

- 6-foot physical distancing for seating and interacting
- Allow only 1-2 people in the restroom at a time
- No food
- Orderly entry and exiting

Is there anything unusual to report?

Time OUT: _____

Eugene Friends Meeting
COVID-19 Sanitizing Check List

Date: _____

For Outside Grounds use, check only parts in red. For Building use, check all.

Arriving

Room ventilation and touch reduction measures

- Wear gloves to minimize direct contact while opening the building
- Turn **off** Heat Pump
- Turn **on** Air Purifier to **High** (speed button), Turn down to **Low** when Meeting starts
- Latch Water Closet access door open
- Latch access doors open, including emergency exit doors & secondary exit doors
- Place fans on **low** speed with exiting drafts in room doorway spots
- Prior to use, open south vent window, east & north vent openings to allow fresh air exchange

Sanitizing Stations

- Set up a Monitoring Station by the entrance used by your group
- Check that all supplies are in place (Health Monitor Documents, blue tape, 6' measuring pole, infrared thermometer, masks, gloves, sanitizer, tissues, waste can, neutral disinfectant cleaner, cloth rags, pens (with 2 bins), & clipboard
- Sanitize pens & clip board

Leaving

(Hearth Keeper will sanitize the water closets before next group arrives)

- Turn Air Purifier to **High** for 1 hour (set on timer)
- Turn Heat Pump **on**
- Sanitize items in the bin (tape, thermometer, sanitizer bottles, etc.)
- Clean used face shields with sanitizing spray and wipe with soft cloth
- Close all opened doors, window, exits & vents after use

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Sanitize all Touch Surfaces: (Check all that are applicable)

Inside the Building

- Chair & bench backs, if any were moved
- Seat front edges of folding chairs that were opened or put away
- Cabinet knobs or door edges, if any were opened
- Tools or extension cords, if any were used
- Vent openings & windows—knobs, rings & latches, for any that were opened or closed

Light Switches

- Any rooms where lights were turned on or off, including water closets
- Dimmer Dials

Interior & Exterior Doors

- All door handles, knobs that were used:
- Panic bars on the doors
- Room entries
- Press plates
- Fixed pulls
- Pocket door openers & metal push/pull depressions
- latch unlocked hold down wires

Outside the Building

- Exterior door handles
- Building lock box key access code tumblers & slide downs
- Gate latch clips
- Trash & recycling bin lids
- Hand rails on porches

Thanks!