

Eugene Friends Meeting  
Lane County Low Risk 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. Preamble
    - ii. Affirmation
    - iii. Protocol
    - iv. Check Lists

At the meeting:

2. Host/Health Monitor
  - a. Sets up meeting space
  - b. Follows Check Lists
  - c. Monitors entry and exit

After the meeting

3. Host/Health Monitor
  - a. Cleans & Sanitizes
  - b. Follows Check Lists
  - c. Monitors entry and exit