

Eugene Friends Meeting
Lane County Low Risk COVID-19
Health Monitor Check List

For Building use, check all

For Outside Grounds use, check only parts in red

Arriving

Check that the Memorandum of Agreement is executed and placed in the box in the library.

Note: Place this check list in the library when completed.

Room ventilation, touch reduction and physical distancing measures:

(Wearing gloves will reduce the need to sanitize at the close.)

- Latch Water Closet access doors open
- Latch doors open, including emergency exit doors & secondary exit doors
- Place **fans on high** speed with exiting drafts in room doorway spots
- Turn the **heat pump air system off** in meeting rooms
- Turn the floor **air purifiers on high, then to low** when the Meeting starts
- Open south vent window, east & north vent openings to allow fresh air exchange
- Assure physical distancing cues are in place

Health Monitor Sanitizing Station

- Affirmation sign and statement present
- Set up a Monitoring Station
- Check that all supplies are in place (Health Monitor documents, sanitizer, blue tape, 6' measuring pole, masks, gloves, tissues, waste can, neutral disinfectant cleaner, cloth rags)

Monitoring

- 6-foot physical distancing for seating and interacting
- Allow only 1-2 people in the restroom at a time
- No food or singing
- Orderly entry and exiting
- Encourage outdoor post-event socializing

Leaving

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

- Sanitize all items used at the sanitation station
- Clean used face shields with sanitizing spray and wipe with soft cloth
- Close all opened doors, window, exits & vents after use
- Set air purifiers to high and the timers to turn off in one hour

Sanitize all Touch Surfaces:

Inside the Building

- Chair & bench seats and backs
- 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, and latches for any that were opened or closed

Light Switches

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

Interior & Exterior Doors

- All door handles, knobs that were used
- Panic bars
- 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, if used
- Handrails on porches

Anything unusual to report? Please communicate to Ethen Perkins (epandlk@efn.org) or Cynthia Black (Cynblack55@gmail.com)