

Pandemic Building Use Policy for St. Matthew Episcopal Church

Until further notice:

1. **All people** entering the building must wear a properly fitting facial covering/mask that covers both the mouth and nose simultaneously at all times while in the building. *(The only exception to this rule is Anne Hartwig when she is in Classroom 1.)*
2. **All people** must sign in at the front door upon building entry for contact tracing purposes. *(If the reason you are there requires you to go in and out of the building on the same trip, one sign-in is sufficient.)*
3. No more than 5 people may be in the building at the same time. *(No exceptions.)*
4. **All persons** inside the building must maintain at minimum 6 feet of distance from one another at all times. *(No exceptions.)*
5. Restrooms may be used one person at a time. Proper hand washing must be followed. *(No exceptions.)*
6. There is no eating of any food at any time in the building. *(No exceptions.)* However, one may bring their own beverage container and drink from it while in the building.
7. Please be direct in your purpose for being in the building and keep your stay indoors to a minimum. The building is closed for casual meetings and business that can otherwise be done outdoors, over the phone, or virtually.