

Mission Peak Unitarian Universalist Congregation Office Use Guidelines



The following guidelines will be followed when using the Mission Peak UU office on the FUMC campus until further notice:

1. Only one social bubble may use the office at one time
 - a. The office should remain vacant for 2 hours between uses or be ventilated by opening the door and windows for 10 minutes between uses.
 - b. Wear a mask until office has been ventilated if needed.
2. Clean keyboard, door handles, etc. before and after each use.
3. Use checklist which includes when office last used on piece of paper posted on inside of door every time you enter office. List of items to clean if used is by checklist.

COMPLETE CHECKLIST EVERY TIME – NO EXCEPTIONS

DATE: _____ TIME IN: _____ AM/PM TIME OUT: _____ AM/PM

NAME(S): _____

ONLY MEMBERS OF THE SAME SOCIAL BUBBLE MAY BE IN THE OFFICE AT THE SAME TIME

_____ I entered the office 2+ hours after the previous person left. OR _____ I kept my mask on while I had the windows & door open for 10 min

I used cleaning wipes on doorknobs, window latches, computer keyboards and any other areas likely to be touched

_____ at the start of my office session AND _____ before I left.

Thanks for helping to keep everyone safe and healthy! – Mission Peak UU

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IF WE ARE RUNNING LOW ON CLEANING SUPPLIES, PLEASE LEAVE A NOTE FOR SANDRA OR EMAIL OFFICE@MPUUC.ORG. Please keep this checklist posted on inside of office door.