

BUILDING ACCESS PROTOCOL:

All groups have access to the hallway and bathrooms. Kitchen use is not permitted by any groups at this time.

1. Fufon members and friends, and staff – 1) Must phone ahead to either administrator or minister request permission to access building with arrival and departure estimates, how many people are expected and which space is to be used: Boardroom, RE room, sanctuary and library (kitchen use is not accessible at this time). No Drop-ins. 2 At all times physical distancing should be maintained. Ensure adequate ventilation by opening windows and keeping doors open.
2. Telfords – 1) Their personal space is their responsibility for Covid access and cleaning protocols 2) Share those protocols with landlord (UFON). 3) Shared Space (hallway and bathrooms) – a) When using the shared space, tenants are responsible for informing the Fellowship administrator when an event is taking place, including details such as number of people, date and times, etc. and b) ensuring that all shared space is cleaned (see cleaning protocol). At all times physical distancing should be maintained.
3. Shelter – 1) Their personal space is their responsibility for Covid access and cleaning protocols 2) Share those protocols with landlord (UFON). 3) Shared space: back door, hallway, kitchen used only as an access to the administration office, administration office (access only for mail slots). a) Shelter employees are responsible for informing the Fellowship administrator when they would like access to the office, the time and number of people and b) See cleaning protocol for tenant. At all times physical distancing should be maintained.
4. Renters – Shared space – only the space designated which will include front and back door access and washroom use. Does not include kitchen access. a) Renters are responsible for only using the designated space that they have booked. b) Renters will follow the cleaning protocol. At all times physical distancing should be maintained. Ensure adequate ventilation by opening windows and keeping doors open. Rentals will not take place at this time.
5. Tradespeople – 1) All work by tradespeople needs to be scheduled with the UFON administrator who will be responsible for cleaning and disinfecting the facility after they leave.