



Central Square Congregational Church,
United Church of Christ

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Rev. Elizabeth Stotts
Pastor

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**SPECIAL REQUIREMENTS DURING THE TIME OF SPECIAL CHURCH CLOSING
DURING THE SPREAD OF COVID19**

UPDATED - Beginning today, October 15, 2020, the church building will be opening for groups and meetings of limited size. While the building is still officially closed to the public in general, we will be allowing groups of up to 20 people to reserve Fellowship Hall for meetings on an appointment only basis. **The following are the new required measures that must be adhered to in order to preserve your use of the building. Failure to follow these requirements could result in the revocation of your church key.**

- All meetings must be scheduled through the office (one meeting per day max).
- All groups must use a sign in sheet and each person in attendance must provide their name and phone number or email address in the event contact tracing is needed.
- You must be extremely vigilant in cleaning up after yourself with provided antiseptic cleaning supplies. At the end of the meeting, each group leader will be responsible for cleaning and filling out the cleaning checklist located on the back of the sign in sheet. This must be turned into the office immediately following the meeting.
- You may use Fellowship Hall only. Not the kitchen, or other spaces except the bathroom on the floor where the meeting is taking place.
- The leader should let himself/herself in the Church Street (side) door, then lock it behind them, and unlock the main front door of the church for your attendees to use. At the end of the meeting, all should exit through the front door. The leader should lock it behind them, and then exit through the Church Street door after cleaning.
- Tables will only be available by special request.
- Leave the chairs (and tables if used) set up in the room.
- Again, do not use or enter the kitchen.
- A trash can as well as cleaning supplies and sanitizer will be in Fellowship Hall for use.
- Masks are required at all times. No exceptions.
- Social distancing is also required. No hugging, touching, etc.
- No sharing of food or beverages.
- All group leaders must immediately report any positive cases among their group to the church office so that we can begin the contact trace notification process immediately.

We hope this both provides you with the opportunity to support each other, as well as helps our community in this time of pandemic.

God bless you.