



# Central Square Congregational Church

## Contact/Trace Sign-in Sheet

Group/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Time: \_\_\_\_\_

Group Leader Contact: \_\_\_\_\_

<u>Attendee Name</u>	<u>Contact Phone or Email</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Check here if you are an Anonymous group and the Group Leader will be keeping the Contact/Trace records on a separate sheet of paper *(Please note that all Contact/Trace records must be kept for a minimum of 3 weeks and the Group Leaders' contact information is still required)*

## Cleaning / Disinfecting Checklist

This checklist was put together based on the guidance published by the CDC. It is incumbent upon each group leader to clean (or designate someone to clean) after the meeting is concluded. This should be done after the other attendees have left the building to minimize the chance of recontamination. This sheet **must** be turned into the office at the conclusion of the meeting so that we can have both the Contact/Trace information and the Cleaning records.

- Clean all pens used to sign in with a disinfectant wipe and transfer them back to "Clean Pens" cup
- Wipe down all surfaces around the Sign-In sheet area
- Pick up and throw away all trash and debris that may have been left
- Wipe down all chairs in Fellowship Hall
- Wipe down bathroom door handles, sink area, light switch, and toilet flushing mechanism
- Wipe down all light switches that were used
- Wipe down both interior and exterior handles to the outside doors (both the Main door and the Church Street door)

Please indicate below any surfaces or areas of the building that may have touched or entered by any attendee and check the box to indicate that they were thoroughly cleaned (i.e. A Boy Scout troop using the flag, etc). If more space is needed please attach a separate sheet of paper (if not applicable just write N/A)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Cleaning Persons' Name: \_\_\_\_\_

Cleaning Persons' Signature: \_\_\_\_\_