



## What to Expect when you Book a Room at Stouffville United Church

1. York Region Covid-19 regulations require that you **wear a face mask** within the building whenever you may have contact with others.
2. **Hand sanitizer stations** are available at the south entrance to the building and in the upper level hallway.
3. As of September 2020, meetings may be booked in our **Auditorium** (maximum 25 people), the **Davis Room** (maximum 8 people), and the **Friendship Room** (maximum 5 people).  
Wifi and a flat television screen with HDMI cord and Webcam are available in the auditorium for you to host a zoom meeting alongside your in-person meeting (bring your own laptop).  
According to the most current guidelines, groups must be restricted to 50 people or less and everyone must maintain **6 ft. distancing** from each other. Please use the recycle and garbage bins located in the Lower Auditorium. If required, cleaning supplies are available in a cart in the Lower Auditorium for your own use to disinfect chairs and tables.
4. To meet York Region Public Health Covid-19 requirements, we need to keep a record of who has been in our facility. If you have booked an event in one of our rooms, we ask that immediately following each event you **email a list of attendees** to us at [CovidAttendance@stouffvilleuc.ca](mailto:CovidAttendance@stouffvilleuc.ca) including the date and time of your event and the name and phone number for all attendees.
5. Please encourage any attendees to **stay home if they are feeling unwell** or those who, in the last 14 days have been travelling outside Ontario, have been diagnosed with Covid-19, or have been in close contact with someone who was diagnosed.
6. **Washrooms** and high touch areas are cleaned frequently. Please note that all washroom facilities are single-user gender-neutral washrooms. If required, washrooms are supplied with a caddy with cleaning supplies. Remember to wash your hands and use the hand sanitizer station.
7. **Kitchen facilities are not available** at this time.

August 18, 2020