



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 August 2021, 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 cable 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 (Ontario Roadmap to Reopening, Step 3), indoor gatherings are limited to **25 people or less** and everyone must **maintain 6 ft. physical distancing** from each other.
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 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 currently**. 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.

July 14, 2021