



**As we prepare our buildings for re-gathering you might consider using this format for *each space* on your church campus.**

**Questions for *each space*~**

1. Who will be responsible?
2. What tasks are involved?
3. Where Building name or room number?
4. When - For Example: How often and scheduled time (Saturday before Worship, 3 pm}
5. Why does this space need to be utilized?
6. How - For example: The door knobs will be sanitized using the recommended product with the paper towels located in the pantry closet.

Our training session for areas of responsibility will be held on\_\_\_\_\_.

We are planning to have a “ dress rehearsal service” prior to reopening on \_\_\_\_\_ .

Products we have purchased for re-entry\_\_\_\_\_.

Location of products in each area\_\_\_\_\_.