

# Temporary Additions to the Topeka Community of Christ Facility Agreement

These additions are specific to the current COVID-19 pandemic. The requirements of the Topeka Community of Christ Facility Agreement are still valid, and these temporary additions are intended to help keep those whom occupy our facility safe, as well as protect the environment of the building for others to use. Each group requesting use of our facility must separately apply, and agree to adhere to the requirements of both the Facility Agreement and the Temporary Additions to the agreement.

The Leader/Facilitator of the group is responsible for:

1. Limiting the size of the group to no more than the number of individuals agreed to below.
2. All persons entering the facility must be masked and remain masked while in the building. Gator style masks are not permitted. Masks must cover nose and mouth at all times when occupying the building.
3. The leader will be present at least 15 minutes prior to the meeting time, and will enter the building through the SE door to disarm the security system. The SE door is to remain locked at all times. Others in the group will need to enter through the South door entering into the Foyer, and immediately proceed to the designated meeting area. The leader is also responsible for properly securing the building upon leaving.
4. As much as possible, make sure individuals practice physical distancing guidelines, and proper personal hygiene (i.e. hand washing/sanitizing).
5. Provide adequate hand sanitizer for all individuals attending the activity/meeting.
6. Provide masks for those who may have forgotten theirs, before they enter the building.
7. Use only the designated areas of the building, ALL OTHER AREAS OF THE BUILDING ARE STRICTLY OFF LIMITS.
8. Limit the length of activity/meeting time to the time agreed upon below. Please remember that the longer the meeting time, the greater the chance of exposure.
9. Ensure that NO food or drink is consumed, with the exception that the leader/facilitator may provide individual water bottles upon request. Water fountains are not to be used.
10. Make sure all hard surfaces that came in contact with those in the group are properly cleaned and sanitized after individuals have left the building. This includes the meeting room and bathroom.

GROUP SIZE LIMIT	DESIGNATED ROOMS	MEETING/ACTIVITY DATE AND TIMES

LEADER/FACILITATOR STATEMENT OF AGREEMENT:

I agree to abide by the Topeka Facility Use Agreement and these Temporary Additions while using the Topeka Community of Christ building.

Leader’s Signature and Date:

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Please return this form, and the Facility Application document to:

Gary Middleton  
 Topeka Community of Christ Health Officer  
 Electronic Submission: [gmiddleton1401@gmail.com](mailto:gmiddleton1401@gmail.com)  
 Mail: P.O. Box 35, Berryton, KS 66409