
GUIDELINES FOR ENTERING CONCORD BUILDING (rev. 6/11/2020)

Our building continues to be closed for worship and group gatherings at this time, with special Session-granted exceptions for weddings and funerals that adhere to current state of Delaware restrictions and guidelines. Session has approved the recommendation of the Preschool Board, and the Concord Preschool will soon reopen under applicable state restrictions. You are free to enter the building on an individual basis if you have critical tasks you need to perform in the building or items you need to pick up or drop off but you **MUST** follow the guidelines below **EACH TIME** you enter the building.

PRESCHOOL AREA

- The preschool area is off-limits to ALL non-preschool individuals during preschool hours (M-F, 7:15am-5:45pm). This includes all first-floor classrooms as well as Fellowship Hall and kitchen.

KITCHEN EXCEPTION

- If the kitchen needs to be used for non-preschool ministry activities (e.g., food prep for Emmanuel Dining Room or other community agencies) during preschool hours, persons **MUST** let Church and Preschool Offices know of their intention to be in the kitchen, including time(s) and day(s), and **MUST** wear masks while in the building and wipe down all surfaces after use.

GENERAL BUILDING

- All persons entering the building **MUST** wear a mask. Masks must be worn whenever there is more than one person in the same room or hallway (unless all persons are of the same household), and remain on until only a single person is in the room (or all persons remaining are of the same household). Even with masks on, social distancing of at least 6' shall be maintained.
- When you enter, please use the hand sanitizer before proceeding further. Sanitizer is in the closet with officer/committee mailboxes, across the hallway from the Church Office—at back of closet, on a shelf to the right.
- Use disinfecting wipes to clean ANY surfaces you touch during your visit. Wipes can be found on the same shelf/closet as the sanitizer. If you take the wipes or sanitizer from the closet for your time in the building, **PUT THEM BACK** before you leave.
- **WHEN YOU LEAVE**, feel free to use the hand sanitizer **OR** simply wash (20 sec) in one of the restrooms by the entrance. **BE SURE TO CLEAN THE DOOR HANDLE** as you leave; simplest solution is to grab the handle with a disinfecting wipe, then toss the wipe in your home trash after you leave.

SECURITY

- **ALWAYS ENTER** the building through the Church Office door to determine whether the alarm system is on or off. If you are greeted by a high-pitched tone, the system is enabled and must be turned off by entering the alarm code on the keypad located on the wall across from the mailroom.
- **IF YOU ARE NOT FAMILIAR** with the operation of Concord's security/alarm system and/or do not know the alarm code, **DO NOT ENTER** the building without making prior arrangements to ensure that the system is turned off. Call the Church Office to leave a message or contact Ron McKinney (302-750-7082), Jim Silvius (302-530-2077), or Margaret O'Boyle (302-753-3104) via their cell phones. (They have the ability to check the alarm status remotely or can provide you with instructions.)
- **DO NOT ENABLE** the alarm system when you leave—someone may be working elsewhere in the building. The system will arm itself at 11:00pm.