

BUILDING USAGE POLICY 2020

Chapel by the Lake

At Chapel by the Lake our mission is “To know Jesus and make him known.” We work to integrate this mission statement into all that we do. Col. 3:17 “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus.” Therefore, our stewardship of our church facility reflects these principles.

Your interest in using our facility requires that you meet with the CBTL facility host to review usage information. CBTL expects all user groups, including members, friends and people from the community to use appropriate behaviors that respect and honor the church facility and those who use it.

Spaces within the church are made available for use at the direction of the Trustees. It is important that you understand that we are an active congregation.

- Dates for events may be booked up to 6 months in advance.
- The building may have other events taking place simultaneously. It is critical that all are respectful.
- There is a remote possibility that your group will be asked to change your original date due to our congregation’s need. This does not happen often and we will try to notify you as soon as possible.
- The Sanctuary and Log Chapel are our places of worship. You may not change how the space is set up (pulpit, communion tables, pews, instruments, etc.) without prior approval.
- Christian activities and secular activities for the public good, which are not in conflict with our mission statement, or ECO Essential Tenants and Polity are welcome to request facility use.

General rules:

- No smoking or alcohol on the campus.
- The facility is not a gymnasium. Running, and throwing or kicking balls or objects, are not allowed.
- Conserve electricity: Lights out in spaces you are not occupying.
- Conserve energy: Do not leave exterior doors open.
- Remove all of your event’s accouterments and trash from our facility.
- The dumpster is available for an extra amount, but only for refuse generated during your event at CBTL.
- The use of the kitchen facility is available as a separate room request. The facility host will familiarize you with the operation of the kitchen.
- Use of the Corner Coffee Bar area is included in the Smith Hall space request. This space is ONLY for serving, not for food preparation.
- Leave all used spaces as they originally were set up.
- Common entries and parking lots used to access event will be responsibly cleared.
- Please pick up all litter/debris and clean up messes.
- Appropriate adult leadership must be identified to provide direction and boundaries associated with activity.

We do not:

- Offer use of A/V equipment (except in Smith Hall), copy machines, or support services.
- Offer long distance phone service.
- Offer consumables such as kitchen paper products, condiments, coffee, or tea.

When preparing for events DO NOT:

- Remove any furnishings from rooms or materials on walls.
- Cover materials on the walls without specific permission from facility host.
- Use staples to affix decorations to walls or wood beams.
- Use any tape (exception BLUE PAINTERS’ TAPE) on walls or wood beams.
- Plan water, bubbles, or paint events without specific permission from the facility host.

When using refreshments with your event:

- No alcoholic beverages are allowed on the property.
- Food and beverages are to be served in a manner that protects the space from damage.
- Food and beverages should remain within the designated spaces.
- Food and beverages are not to be consumed in the Sanctuary or the Log Chapel.

Other limitations or guidelines may apply to your use. The facility host will advise accordingly.

CBTL FACILITY USE AGREEMENT

CHAPEL BY THE LAKE * 11024 Auke Lake Way, Juneau AK 99801

Phone: (907) 789-7592 * Email: admin@chapelbythelake.org

Office Use Only

TOTAL DONATION _____

DATE RECEIVED _____

Name of User: _____

Address: _____

Telephone Contact: _____

Email Contact: _____

Reference: _____

Reference Telephone: _____

Today's Date: _____

Date(s) Facility Requested: _____

Time Requested: _____

Facility Host Assigned by CBTL: _____

Facility Host Telephone: _____

DETAILS OF THE EVENT

Approx. Number of Participants: _____

Brief description: _____

FACILITY USE RECOMMENDED DONATION and SECURITY & DAMAGE DEPOSIT:

- All monies (Donation & S&D Deposit) must be paid at time of facility request and processed prior to event.
- If event is canceled, all monies will be reimbursed.
- Ignoring or violating any part of the CBTL Building Usage Policy 2020 may cause forfeiture of some or all of the Security & Damage deposit.
- Security & Damage Deposit is a flat fee that applies to any and all uses.
- If user exceeds time requested on FUA Form, additional hour rate may be deducted from S&D Deposit.

FACILITY USE SUGGESTED DONATION SCHEDULE: (Please circle both the item and suggested appropriate donation)

Security & Damage Deposit: **\$500.00** (sent as a separate check from donation check, to be returned upon completion of event if building is clean and no damage found)

Room/Space	Full Day (4-8 Hours)	Each Extra Hour
Sanctuary	\$0 - 125.00	\$0 - 9.00
Log Chapel	\$0 - 87.50	\$0 - 6.25
Smith Hall	\$0 - 125.00	\$0 - 9.00
View Room (#201)	\$0 - 50.00	\$0 - 5.00
Other Meeting Rooms (each)	\$0 - 37.50	\$0 - 5.00
Nursery (#105)	\$0 - 25.00	\$0 - 5.00
Kitchen Facilities	\$0 - 37.50	\$0 - 6.25
Dumpster Use	\$0 - 10.00	
Overnight Facility Host Fee (required for overnight guests)	\$0 - 100.00	
Total (not including the \$500 security/damage deposit):		

I have read the Building Usage Policy and understand and agree to all terms and conditions specified.

User Representative Date _____

Church Representative Date _____

Chapel by the Lake COVID-19 Cleaning Plan

Authorized by Session – August 27, 2020

The Session of Chapel authorized reopening when the following criteria are met:

- Adequate supplies are available for all facility activities
- A cleaning plan that can be followed by all groups using the facility is created and distributed, and
- Volunteers are available to sanitize the facility during and after worship services.

This document was originally published June 27, 2020. This revision was authorized on August 27, 2020, with the following changes:

- The sanctuary and major touchpoints in the main sanctuary, bathrooms, and Smith Hall are cleaned prior to the Sunday service. Major touchpoints in these areas will be cleaned after the service, and the sanctuary will be closed for events for 72 hours following. Anyone using the sanctuary within that window must sanitize prior to and after use.
- Clarifies the Personnel Committee should ensure staff are aware of and able to mitigate job site biohazards and chemical hazards.
- Clarifies a 72-hour vacancy in the space is adequate to deactivate the virus, per CDC and DHSS.
- Establishes maintenance and updates to this COVID-19 plan as the responsibility of the Trustees.
- Removes outdated information.

Cleaning responsibilities

All recommendations are based on CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> or as listed below.

VOLUNTEER COVID-19 CLEANING CREW

- Clean (if soiled) and disinfect thoroughly prior to every worship service
- Disinfect high-touch surfaces after every worship service
- Disinfect high-touch surfaces hourly at church-wide events lasting two or more hours, if asked
- Use checklist and supplies provided by the cleaning crew coordinator
- Receive training from the coordinator

ORGANIZERS OF FACILITY ACTIVITIES (SMALL GROUPS, MINISTRIES, RENTALS, ETC.)

- Follow all requirements of the reopening plan published on the web site and available from the church office
- Clean and disinfect high-touch surfaces after every event
- Disinfect high-touch surfaces hourly at events lasting two or more hours
- Use checklist and supplies provided by the cleaning crew coordinator or church office

PROFESSIONAL CLEANING COMPANY

- Chapel's contracted cleaning team will clean and disinfect community spaces twice a week. They are trained on appropriate use of cleaning and disinfection chemicals.

TRUSTEES

- **Ensure adequate supplies are available** for all activities within the facility and ordered ahead of the need.
- **Update the Facility Use Agreement** to include these instructions.
- Consider putting a **wipeable cover** on shared electronics and equipment.
- **Work with Family Promise** to augment requirements for their specific use: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

TRAINING

- **The Personnel Committee and the Head of Staff are responsible for employee protection.** They must ensure employees and professional cleaning staff are aware of all policies prior to performing cleaning tasks.
- **Church staff** is responsible for posting general signage and to ensure supplies are provided to the Volunteer COVID-19 Cleaning Crew and authorized users of the facility.
- **The Volunteer COVID-19 Cleaning Crew Coordinator** is responsible for training members of this crew.
- **All training and supplies must conform to this plan or an approved CDC variant.**
 - **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
 - **Provide instructions on what to do if workers develop symptoms** within 14 days after their last possible exposure to the virus.

- **Training should include** when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- **Ensure workers are trained on the hazards** of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply with OSHA's standards** on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

How to clean and disinfect

Cleaning with soap and water **reduces number of germs, dirt, and impurities** on the surface. **Disinfecting kills germs** on surfaces.

CLEANING

Clean surfaces using soap and water **if soiling is present, then use disinfectant.**

Practice routine cleaning of frequently touched surfaces.

- More frequent cleaning and disinfection may be required based on level of use.
- High-touch surfaces and objects in public places should be disinfected before each use.

High touch surfaces include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.--anywhere people may have touched.

DISINFECTING

Chapel will require use of and provide [surface disinfectants identified on EPA List N](#) against the virus that causes COVID-19.

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. See [EPA's 6 steps for Safe and Effective Disinfectant Use](#)

Diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%.
- Ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.
- **Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- **Leave solution** on the surface for **at least 1 minute.**
- Bleach solutions will be effective for disinfection up to 24 hours.
- **Alcohol solutions with at least 70% alcohol may also be used.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR

- 4 teaspoons bleach per quart of room temperature water

WHEN CLEANING

Wear disposable gloves for all tasks in the cleaning process, including handling trash.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gowns/aprons are optional and provided for protection.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

Wash your hands often

- Wash with soap and water for 20 seconds.
- Always wash immediately after removing gloves and after contact with a person who is sick.
- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the sanitizer label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets
- See [FDA's Tips for Safe Sanitizer Use](#) and [CDC's Hand Sanitizer Use Considerations](#)

Additional key times to wash hands include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

How to clean and disinfect specific surfaces

SOFT SURFACES

Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.

Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

If laundering is not possible, disinfect with an EPA-registered household disinfectant. [These disinfectants](#) meet EPA's criteria for use against COVID-19.

[Vacuum as usual.](#)

ELECTRONICS

Follow manufacturer's instruction for cleaning and disinfecting.

- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol.
- Dry surface thoroughly.

CLEANING AND DISINFECTING THE FACILITY IF SOMEONE IS SICK

Close off areas used by the person who is sick.

- The church does not necessarily need to close operations if we can close off affected areas.

Open outside doors and windows to increase air circulation in the area.

Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared equipment like tablets, touch screens, copiers, keyboards, remote controls, and instruments.
- [Vacuum the space if needed](#). Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it **can be opened for use**.
- **Workers without close contact** with the person who is sick can return to work immediately after disinfection.

If **more than 72 hours** have passed since the area has been entered, intense disinfection is not required. (Prior to worship services is mandatory, however.)

If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

CLEANING AND DISINFECTING OUTDOOR AREAS

Outdoor areas, like playgrounds generally require **normal routine cleaning**, but **do not require disinfection**.

- Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
- High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Sidewalks and roads should not be disinfected. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Questions?

About the cleaning plan: Contact Inga White, Business Administrator

About the volunteer cleaning team: Contact Sarah Everett, Volunteer COVID-19 Cleaning Coordinator

About employer/facility responsibilities: Contact Inga White, Business Administrator, or Rev. Cheryl Kincaid, Head of Staff