

Memorandum of Understanding

Parties: This Memorandum of Understanding is entered into, by and between _____ and Grace United Church, Port Dover, on this day _____ of _____, 2020.

Purpose: To establish the terms and conditions under which use of the facilities at Grace United Church will operate during the COVID-19 pandemic.

Terms: This MOU is effective starting _____, 2020 and shall remain in effect for the duration of the COVID-19 pandemic and as long as the government guidelines are in place.

Responsibilities: (a) **Grace United Church** will provide a clean environment for tenants and a supply of disinfecting wipes and /or spray for room and washroom use.

(b)(i) **Tenants** will be asked to confine their use to the specified areas they occupy as per their user agreement with the church. Kitchen facilities are **not** to be used.

(ii) Users are asked to abide by government guidelines. Do not attend if feeling ill, or have been out of the province within the last 14 days. Respiratory (cough and sneeze) etiquette, is extremely important, as is frequent hand washing. Masks (provided by users) to be worn if recommended by government guidelines.

(iii) A contact list should be kept by users.

(iv) Physical distancing as per government guidelines are expected to be followed.

(v) Following washroom use, individuals are asked to use the disinfectant to clean any surfaces that have touched, i.e. toilet seat, flush handle, faucets, door handles and light switches. **Wipes are NOT to be flushed,** but put into waste containers.

(vi) At the end of a session, the person in charge of the user group shall wipe down surfaces touched, i.e. light switches, door handles, etc. with disinfectant provided.

General Provisions: Either party may request changes to this MOU, if mutually agreed upon by both parties.

Signature of User Coordinator: _____

Signature of Grace Official: _____