

Tuesday, August 18, 2020

Dear Cole Mill Road Family,

As we continue dealing with COVID-19, we want to let the congregation know about building usage over the next several months. In order to ensure our staff has a safe office environment, we ask that you minimize visits to the church office during the work day. If you need to come into the office, please wear a face covering and observe social distancing. If anyone is feeling ill or exhibiting symptoms of COVID-19, please refrain from coming into the building.

If you use the church library and/or computer, there are cleaning supplies available and we ask that you wipe down high-touch surfaces before you leave. We ask that you not use the two Kid's Praise classrooms near the church office during the work week.

As the school year begins remotely for students, we understand that it is difficult to find safe spaces for students to meet. We want to make our fellowship hall space available to members that need a place for small groups of children of members to meet or for members who would normally use the Kid's Praise classrooms. The fellowship hall has internet connectivity and we are installing new thermostats so the building temperature can be regulated remotely. We ask that members who need to use the building wear face coverings, wash hands often, practice social distancing as practical, minimize interactions with other groups and clean surfaces before exiting. There are new cleaning kits available in most classrooms for your use. The drinking fountains should not be used. The playground equipment is not being cleaned so we do not recommend playing on the play structures. If you open windows for ventilation, be sure to close them before leaving for security purposes. All trash and recycling should be disposed of in the outside dumpster daily.

If you think you will need to utilize the fellowship hall on a recurring basis please contact [Natalie.Beyer@gmail.com](mailto:Natalie.Beyer@gmail.com) and [John.Shoun@gmail.com](mailto:John.Shoun@gmail.com) to reserve a specific fellowship hall classroom space. This will enable us to keep groups separated and plan for additional cleaning as needed. Thank you for helping us as we keep each other healthy and safe.

Sincerely,  
Natalie Beyer & John Shoun