

## **Wesley Foundation Guideline for COVID-19 Infection Prevention**

Thank you for using our meeting rooms at Wesley Center.  
In order to protect the health and safety of the meeting room users and our staff, we kindly ask your cooperation to follow the guidelines below.

### (1) Admission Restrictions

- ◆ Refrain from entering the building if you have symptoms similar to COVID-19, such as fever, coughing and shortness of breath

### (2) Infection Prevention

- ◆ All meeting room users are requested to wear masks inside the building and in the meeting rooms at all time
- ◆ Disinfect your hands and fingers with the hand sanitizer at the 1F entrance
- ◆ We encourage you to wash your hands & gargle at the 2F toilets before entering the meeting rooms
- ◆ Do not gather at the 1F lobby and/or 2F hallway

### (3) How to Use the Meeting Rooms

- ◆ Fully open the windows in 2 different directions at all time (please close them when you leave the room)
- ◆ Disinfect before and after you use the room with the alcohol spray and paper towels placed in the meeting room  
Parts to disinfect: door knobs, desks, chairs, whiteboard (if used)
- ◆ Dispose of the used paper towels in the garbage can placed in the meeting room  
\*Do not throw away any garbage other than paper towels including masks

### (4) Emergency Response

- ◆ We kindly request the Organizers to collect information of all participants and check their physical condition before and after using the meeting rooms
- ◆ Contact our office immediately in case infections are revealed among the participants after using the meeting room

<Contact>

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