

## **First Parish Sudbury Guidelines for Building Usage During Covid-19**

### **Phase 1: updated August 5, 2020**

- 1) **Worship services:** services offered entirely online
- 2) **FPS committees and small groups** (meditation, men's group, book groups, etc.): Once state regulations permit gatherings >10 people, small groups are welcome to meet in person outside at FPS, in accordance with state regulations and appropriate safety measures (masks, distancing). Small groups may also meet inside the building with appropriate safety measures, subject to capacity limits in Section 7.
- 3) **Rentals**
  - a) SED: should use only their large classroom space, office area, basement classrooms, and basement bathrooms. No one else should enter SED space.
  - b) Community groups (AA and others): Once state regulations permit gatherings >10 people, renters may use the building, in accordance with state regulations and appropriate safety measures, subject to capacity limits in Section 7.
  - c) Weddings and other events: Once state regulations permit weddings in moderate capacity venues (Stage 3 of Commonwealth Mass plan), weddings and events will be permitted in the sanctuary, subject to capacity limits in Section 7.
  - d) Guidelines will be communicated to renters.
  - e) Renters will be expected to follow all state and FPS guidelines.
- 4) **All groups**
  - a) No food may be prepared at FPS. Groups are encouraged to bring prepackaged food, including boxes of coffee, and disposable plates, cups, utensils.
  - b) Cleaning schedule: daily cleaning of the building on days when the building is occupied. In addition, space used by any group should be cleaned before another group enters the space. This includes bathrooms, lobby, hallways, and elevator. Cleaning must be in accordance with CDC guidelines.
  - c) Chairs should be left out so they can be cleaned after use.
  - d) For events in the sanctuary, staircases will be one directional with Atkinson Wing stairs limited to down traffic and south (Rt 27) stairs limited to up traffic.
  - e) Entering and exiting a space should be coordinated so as to maintain 6' distance
  - f) Use of musical instruments (piano, organ, etc.) at discretion of Minister of Music.
  - g) Those using the building should wear masks indoors and practice social distancing. Individuals do not need to wear masks when alone in their private office space. Everyone should wear a mask when in shared workrooms and bathrooms. Office space, equipment, and supplies should be used only by the designated occupant (ex: Administrator, DRE).
- 5) **Preparing the building for reopening**
  - a) Cleaning service should be contacted to discuss new schedule and confirm that CDC guidelines will be followed in cleaning procedures
  - b) Posters advising guidelines for hygiene, use of masks, and distancing should be placed throughout the building.
  - c) Soap dispensers should be in all bathrooms and be full.

- d) Hand sanitizer should be placed in any space used by members/friends or renters.
- e) Markings should be placed
  - i) On floor in Atkinson Wing lobby at 6' intervals
  - ii) Outside the Atkinson Wing entry door at 6' intervals for those waiting to enter, along with signage requesting people maintain social distance. Lo

**6) Room use and capacity**

- a) **Room use** - Some rooms will not be used in order to reduce the amount of space that must be cleaned between uses.
  - i) SED classroom: to be used only by SED
  - ii) Basement classrooms: to be used only by SED
  - iii) Basement bathrooms: to be used only by SED
  - iv) Kitchen: not to be used
  - v) Library: not to be used
  - vi) Brackett Room: not to be used
  - vii) Parish Hall bathroom: to be used only by groups using the PH
  - viii) Upstairs bathroom: to be used only by FPS staff and people using the workrooms, Commons, and sanctuary.
- b) **Capacity limits** – Room capacity limits are in accordance with Commonwealth of Massachusetts guidelines for indoor gatherings. Below are maximum capacity for rooms at FPS.
  - i) Parish Hall: Maximum 14 people; not to be used for exercise classes, dancing, concerts
  - ii) Commons: maximum 5 people; not to be used for exercise classes, dancing, concerts
  - iii) General workroom: maximum 1 person
  - iv) Music workroom: maximum 1 person
  - v) Administrator's office: maximum 1 person
  - vi) DRE office: maximum 1 person
  - vii) Minister's office: maximum 2 people, at discretion of Minister
  - viii) Sanctuary: maximum 24 people; every other pew should be blocked off in a "checkerboard" pattern; entry through door at rear of sanctuary and exit through Atkinson Wing door
  - ix) Elevator: maximum 2 people
  - x) Commonwealth of Massachusetts guidelines do not allow indoor gatherings of more than 25 people in a single space.