

First Parish Sudbury Guidelines for Building Use during Covid-19

Updated April 23, 2021

- 1) **Worship services and programs:** will be offered entirely online through the summer. At the minister's discretion and if conditions warrant, the service on Sunday, June 13, may be offered in-person outdoors at the Meetinghouse. Masks and social distancing will be required.
- 2) **Other ministry:** pastoral care will continue to be offered online or by phone; memorial services will be conducted outdoors with appropriate safety measures. Please contact Rev. Dr. Marjorie Matty.
- 3) **FPS committees and small groups** (meditation, men's group, book groups, etc.): ***Committees and small groups are strongly encouraged to meet online.*** Small groups may meet in person outside at FPS, in accordance with state regulations and appropriate safety measures, or indoors in accordance with state regulations and appropriate safety measures, and subject to capacity limits in Section 6. In all cases everyone in attendance must wear masks and maintain six feet distance.
 - a) To facilitate contact tracing, members and friends should sign the log located in the Atkinson lobby each time they enter the building and include name, email or phone, date, and time.
 - b) Committee chairs/members who are responsible for inviting people into the building (ex: contractors) should ensure that the contact information for those people is included in the log as described above.
 - c) Any positive case of Covid-19 should be reported to the FPS office at 978-443-2043.
- 4) **Rentals**
 - a) SED: No one other than SED should enter their large classroom space, office area, basement classrooms, and basement bathrooms.
 - b) Community groups (AA and others): Gatherings are permitted indoors, in accordance with state regulations and appropriate safety measures, and subject to capacity limits in Section 6.
 - c) Weddings and other events: Weddings and events will be permitted in the sanctuary, subject to capacity limits in Section 6. Food may be served by pre-approved caterers, in accordance with state guidelines.
 - d) In all cases those in attendance must wear masks and maintain six feet distance at all times.
 - e) Renters are strongly encouraged to obtain contact information for everyone who enters the building and to report any known positive cases of Covid-19 to the FPS office at 978-443-2043.
 - f) Guidelines will be communicated to renters.
 - g) Renters will be expected to follow all state and FPS guidelines.
- 5) **All groups**
 - a) Groups may not prepare food at FPS. They may bring prepackaged food, including boxes of coffee, and disposable plates, cups, and utensils. Food service by pre-approved caterers is permitted, in accordance with state regulations.
 - b) Cleaning schedule: daily cleaning of all spaces that were occupied during the day/evening.
 - c) Cleaning must be in accordance with CDC guidelines.
 - d) Chairs should be left out so that they can be cleaned after use.
 - e) For events in the sanctuary, staircases will be one-way: traffic will go up the south (Route 27) stairs and down the Atkinson Wing stairs.
 - f) Entering and exiting a space should be coordinated so as to maintain six feet distance.

- g) Use of musical instruments (piano, organ, etc.) at discretion of Minister of Music.
- h) Those using the building and grounds must wear masks and maintain six feet distance. Individuals do not need to wear masks when alone in their private office space. Office space, equipment, and supplies should be used only by the designated occupant (ex: Administrator, DRE).

6) Room use and capacity

a) Use of specific rooms

- i) SED classroom and office: 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, except by approved caterers
- v) Parish Hall bathroom: to be used only by groups using the PH
- vi) Upstairs bathroom: to be used only by FPS staff and people using the workrooms and Commons.

b) Capacity limits – Room capacity limits are in accordance with Commonwealth of Massachusetts guidelines for indoor gatherings. Below are maximum capacities for rooms at FPS. In all cases, a distance of six feet between people must be maintained, except that children should follow guidelines for schools (currently three feet).

- i) Parish Hall: 50 people
- ii) Commons: 15 people
- iii) Library: 5 people
- iv) Brackett Room: 10 people
- v) General workroom: 1 person
- vi) Music workroom: 1 person
- vii) Administrator's office: 1 person
- viii) DRE office: 1 person
- ix) Minister's office: 2 people, at discretion of Minister
- x) Sanctuary: 80 people
- xi) Elevator: 2 people
- xii) Outdoor space (weddings, events, etc.): 150 people

7) Miscellaneous

- a) All soap dispensers should be kept full at all times.
- b) Hand sanitizer should be available throughout the building.
- c) First Parish members and friends should notify the Administrator in advance of using any indoor space at FPS.