

First Parish COVID Rental Reopening Procedures

As First Parish works to re-open our building, we have made the health and safety of our staff, members, renters and guests our highest priority. Each guideline and protocol has been carefully considered to ensure a successful re-opening. We understand that some procedures may feel restrictive; however, they are necessary for the safety of our community.

Reopening Guidelines:

- Follow [Maine CDC guidelines](#) for Cumberland County;
- Re-open to renters when the [percentage positivity rate of new confirmed COVID cases is at or below 1.5% in Cumberland County](#);
- First Parish reserves the right to close the building on short notice if there is a spike in new cases in Cumberland County;
- Ensure Sexton has necessary PPE on hand, and is following [CDC guidelines for PPE & cleaning procedures](#). Sexton's cleaning responsibilities before and after meetings:
 - Wear appropriate PPE while cleaning and while groups are in the building;
 - Provide hand sanitizer at entrances;
 - Daily cleaning of entry railings, door handles, floors, bathrooms, and tables/surfaces;
 - Ventilate rooms during work day;
 - Use disinfectant spray on chairs after each meeting (as a back-up precaution to the groups' cleaning responsibilities).
- Capacity limits per room (in circle seating):
 - Parish Hall- 35 person max;
 - Community Room- 20 person max. *Note- Community Room will be closed mid-summer through the fall for the Church For Everybody construction project;*
 - Youth Room & Pre-K Room- 7 person max (access and egress will be limited to the front stair during construction);
 - Garden- 22 person max in circle; 50 max in rows;
 - Meeting House- 100 person max (according to [State guidelines](#)).

Rental Groups' Safety Responsibilities:

1. Sign updated Building Use Policy and provide proof of liability insurance coverage.
2. Group Leader will maintain a list of attendees names, phone numbers, and/or emails as a means for contact tracing in the event that anyone on the premises tests positive for COVID. This information will be shared with the Maine CDC for contact tracing purposes only. *Note: AA groups will collect first name and first initial of last name to respect the anonymity of attendees.*
3. Develop a procedure within the group for members to alert the Group Leader immediately of positive COVID tests.
4. The Group Leader will immediately communicate this news to the First Parish Office.
5. Designated Safety Leader(s) monitor:

- Mandatory cloth face coverings* for each attendee to enter building and for duration of meeting; **"Cloth Face Covering" is defined in the [Governor's Executive Order #49](#) as "a protection that covers the nose and mouth; fits snugly but comfortably against the side of the face; is secured with ties or ear loops; has multiple layers of fabric; allows for breathing without restriction; and is able to be laundered and machine dried without damage or change to its shape."*
 - Group size-plan for turning away overflow members;
 - No food or beverages allowed in the building;
 - Limit space use to the designated rented room only. Kitchen, second floor bathrooms, and Community Room bathrooms are off limits;
 - Bathroom use is limited to the first floor in the Parish Hall;
 - Cleaning procedures (see below);
6. Cleaning Protocols:
- Use cleaning kits (below) to thoroughly spray all chairs and door handles.
 - First Parish will supply cleaning kits containing spray bottles (with no-wipe antibacterial spray) and disposable gloves for the Parish Hall, Youth Room, and Vestibule (for meetings in the Garden).
7. Memorial Garden as Meeting Space:
- Rental groups take responsibility for moving chairs in and out of the Vestibule and cleaning chairs at the end of the meeting. Sexton will have no responsibility for moving chairs. Chairs will be stored in Vestibule;
 - Visibility of the Garden creates a challenge around limiting numbers. Group Leaders take responsibility for monitoring capacity for the entire meeting.

Communication

- Approach reopening with a one-day-at-a-time plan;
- Foster open lines of communication between First Parish and rental groups regarding COVID tracking, cleaning protocols, group size, etc.

By signing this document, I understand the new responsibilities as a leader of a rental group at First Parish, and I agree to communicate these guidelines to my group.

Print Name Signature

Group Name: _____