

First Presbyterian Congregational and Campus Use Activities: General Policies (REVISED 10 September 2020)

Overall, cases of COVID-19 continue to exact a significant toll in the US. In North Carolina, while cases may be leveling, we remain challenged in our ability to gather in person and return to cherished group activities. Initially, we shut down in-person activities and asked everyone to stay at home. Now that state guidelines have shifted to allow some group gatherings and as we begin to hold activities with our church family, our response must be one of caution and as such, we have developed guidelines, in effect for the foreseeable future, to help mitigate risk of disease transmission.

First Presbyterian Church (FPC) *policies will likely change* as the pandemic experience in North Carolina changes and could become more or less restrictive depending upon morbidity and mortality burdens experienced locally and in North Carolina as a whole. FPC policies are based upon guidance provided the federal Centers for Disease Control and the North Carolina Department of Health and Human Services and may be revised following subsequent Executive Orders by the North Carolina Governor.

Generally – one is safer at home, particularly if you fall within the identified higher risk groups (e.g., those 60 years or older, those living with significant health risks, and those living with family members with compromised immunity). Each member of the FPC family is cherished and we encourage each person to evaluate their own risk when making decisions to join in collective activities.

We strongly recommend all events/activities/gatherings be held using virtual technology whenever possible.

When the decision is taken to meet at the FPC campus, each person should assess their recent history with regard to COVID-19 exposure including responding to questions about symptoms (new or recent onset of a cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or recent loss of taste or smell) and interactions with those who may have been ill. Temperature checking procedures are also a tool we may employ.

People who have been exposed to someone with symptoms of COVID-19 or a confirmed COVID-19 case within the last 14 days will be required to stay at home. Further, to keep our church family safe, people experiencing symptoms of COVID-19 will be required to stay at home. They should remain isolated and may not return to FPC activities for 14 days and they are asymptomatic or have a negative COVID-19 test.

We strongly recommend events occur outside, without the use of restrooms, to accommodate physical distancing. Attendance at groups meeting outside **must not exceed 30 people**. If necessary, and with specific approval, only one set of restrooms (e.g., *on the black and white hallway*) will be made available and these must be cleaned after each event.

In-person, indoor activities are limited to those specifically required for the completion of FPC Session approved mission activities (e.g., Andrews Elementary feeding programs, the FPC Furniture Ministry, etc.) and are **limited to 10 people**. All events will occur in Calvin Hall or the Witherspoon Room or in the Furniture Ministry Office. They must be scheduled at a time to avoid any interference with the normal operations of CDC or Play School. All precautions should be taken to avoid any exposure of CDC and Play School students and staff to event participants.

For these indoor, in-person events, only one set of restrooms (e.g., *on the black and white hallway*) will be made available and these must be cleaned between events.

Events are restricted to Sundays, Mondays, Tuesdays and Wednesdays.

No group will have access to the kitchen facilities within FPC to accommodate food safety preparation requirements for CDC.

For groups assembling at FPC to travel to off-campus activities, transportation arrangements should limit exposure (e.g., no more than two passengers excluding the driver per passenger car).

All events must be submitted through an online portal (form) for approval. Additionally, online resources will afford the ability to record the contact information of all event participants so that it is possible to track and trace viral exposure.

All participants should practice the three W's – *Wear* a facing covering, *Wait* six feet apart, and *Wash* hands for 20 seconds or use hand sanitizer!! Face coverings must cover the nose and mouth.

Failure to follow these policies will result in participation prohibition in subsequent FPC activities.



Event Planning Guidelines:

Each activity held as a part of a program of First Presbyterian Church, regardless of location (inside/outside at FPC Campus) or as an off-campus activity must follow the following safety guidelines.

- Each activity must have a designated host.
- The host is responsible for completing an event request form including the date, time, location, host name, expected length, expected number of attendees and a meeting description. This request should be submitted to the church office at least three business days before the event.
- The Head of Staff (or designee) and Church Administrator will review all requests and upon approval, the event will be recorded on the church master calendar.
- Generally, only one event per day will be scheduled, particularly if any inside resources will be used.
- Events are restricted to Sundays, Mondays, Tuesdays, and Wednesdays.
- The host will share safety guidelines with each participant.
- Events should start 15 minutes early to allow time to capture participant contact information and responses to COVID-19 exposure questions.
- When meeting attendees arrive, the host is responsible for asking the disease experience and exposure questions noted below. The host must also capture and record contact information for each participant including themselves (so that contact tracing can be undertaken should anyone subsequently develop symptoms).
- When the meeting concludes, the host is responsible for following any clean-up protocols, including completing a cleaning checklist.
- The host will need to submit both the attendee list along with cleaning certification to the Church Office within 24 hours of the event.
- ***Any group found in violation of or to not be following these policies, will no longer be able to access or meet on campus.***

Event Host Guidelines:

Each in-person activity held on campus, both outside and inside, must have a designated host (the person who requests the gathering be put on the calendar). The host is responsible for following the campus safety guidelines for in-person activities. Failure to follow the guidelines will result in the loss of privilege to host activities at First Presbyterian Church.

Below is a checklist for anyone wishing to hold an in-person activity (inside or outside) on the FPC campus:

- Complete the online “FPC Activity/Event Request Form” and submit for approval at least three business days prior to the date of the event. The Head of Staff (or designee) and church administrator will review the request and grant or deny approval.
- Upon completed review of the request, the host will be notified via email of approval status and the activity, if approved, will be inserted into the church calendar.
- The host is responsible for communicating gathering guidelines including modified start times by 15 minutes to each potential attendee in advance of the gathering. The designated host is responsible for ensuring compliance.
- Meeting attendees register for the event and to share their mobile phone number (or preferred phone contact number) and email address. A link to a Google Form to capture participant information for the event will be provided to the host to share with participants.
- A summary list of attendees will be shared with the host prior to the event.
- When the meeting attendees arrive, the host should use the event participant list to confirm the attendee’s name and their contact information.
- Additionally, the host must ask the following screening questions of each attendee and record the responses on the event participant list:
 - *Have you or anyone with whom you live experienced any of the following symptoms with the past 48 hours: fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?*
 - *Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory confirmed COVID-19 (a positive COVID-19 test) or with anyone who has any symptoms consistent with COVID-19?*
 - *Are you or anyone with whom you live, work or have had close physical contact (6 feet or closer for at least 15 minutes) currently awaiting the results of a COVID-19 test administered because of a potential exposure?*
- **AN AFFIRMATIVE RESPONSE TO ANY OF THESE QUESTIONS MEANS A PERSON SHOULD GO HOME AND NOT PARTICIPATE IN AN FPC EVENT/ACTIVITY.**
- The host must confirm that all attendees have and are wearing face coverings that cover the mouth and nose during the event. This applies both indoor and outdoor events.
- Within 24 hours, the host must send submit the list of all attendees including themselves. Please submit the cleaning certification as well.
- For outdoor events, the host is responsible for cleaning the grounds where the activity took place (pick up trash, etc.)
- For indoor events (and outdoor events where restrooms are made available), the host is responsible for using cleaning products (provided) to wipe down all surfaces, including tables, chairs, light switches, door handles, and anything else they come in contact with, before they leave the room. They should also wipe down outside door handles (both interior and exterior). They are responsible for leaving a sign affixed to the doors of the restrooms that states they are not to be used until they have been cleaned overnight.
- ***Failure to follow these policies will result in participation prohibition in subsequent FPC activities.***

Event Participant Guidelines:

Each person participating within an activity (regardless of location – outside/inside or off-campus) sanctioned by First Presbyterian Church must comply with the following requirements. The event host is responsible for sharing these guidelines with event attendees prior to the event.

Prior to participating in an event at FPC, each prospective event participant should assess their recent history with regard to COVID-19 exposure including responding to questions about symptoms (new or recent onset of cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or recent loss of taste or smell, etc.), testing experience and interactions with those who may have been ill. Specifically:

- People experiencing COVID-19 symptoms will be required to stay at home. They should remain isolated and may not return to FPC activities for 14 days or they have a negative COVID-19 test. Preferably, they will remain quarantined at home for 14 days, beginning with the onset of symptoms.
- People who have been exposed to someone with symptoms of COVID-19 or a confirmed COVID-19 case within the last 14 days will be required to stay at home.
- People who have been in close physical contact (6 feet or closer for at least 15 minutes) or who live with someone who has been tested for COVID-19 due to an exposure and is awaiting test results should remain at home until the results are received. Should the individual test positive, the event participant should remain at home.

Participant Event Checklist:

- Attendees should register to participate in an event using the Google Form link provided to the event host. They should supply their name, email address, and phone number on the sign-up page.
- Attendees should plan to arrive 15 minutes early to allow time for checking contact information and completion of the health screening.
- Attendees must confirm their name, email address, and phone number at the beginning of the meeting. This information is required so that contact tracing can occur, should an exposure during the event occur.
- Attendees must respond to questions regarding COVID-19 symptoms and exposures:
 - *Have you or anyone with whom you live experienced any of the following symptoms with the past 48 hours: fever/chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?*
 - *Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory confirmed COVID-19 (a positive COVID-19 test) or with anyone who has any symptoms consistent with COVID-19?*
 - *Are you or anyone with whom you live, work or have had close physical contact (6 feet or closer for at least 15 minutes) currently awaiting the results of a COVID-19 test administered because of a potential exposure?*
- AN AFFIRMATIVE RESPONSE TO ANY OF THESE QUESTIONS MEANS A PERSON SHOULD GO HOME AND NOT PARTICIPATE IN AN FPC EVENT/ACTIVITY.
- Masks covering the nose and mouth are required to be worn by adults and children ages 5 and older at all times, in accordance with . Exceptions: infants and others who request exceptions for medical/physical reasons.
- Attendees should use hand sanitizer (provided) or go wash their hands with soap and water for at least twenty seconds prior to entering the meeting space (indoor or outdoor).

- No sharing of instruments, tools, or other items (pens/pencils/scissors/etc.) that others have touched is permitted, unless they have been disinfected between users.
- No shared food or drink is permitted. Attendees should bring their own beverages in containers.
- No food preparation during events is permitted.
- No shaking hands or other touching is permitted.
- No singing is allowed.
- For outdoor gatherings: attendees must bring their own chairs and place them six feet apart from others. Indoor bathroom use is not allowed (unless specifically approved for the outdoor event in which case, attendees must use designated restrooms).
- For indoor gatherings, attendees must use designated restrooms.
- For indoor gatherings, the room will have been arranged to allow for proper physical distancing. All additional tables and chairs will have been removed. Groups MAY NOT bring in additional chairs or change the physical setup.
- ***Failure to follow these policies will result in participation prohibition in subsequent FPC activities.***

Cleaning Policies:

The event host is responsible for the following at the end of an event/activity:

- Collecting and disposing of any trash in the room or outside area.
- For inside events, using provided cleaning products to wipe down all surfaces,
 - Including tables, chairs, light switches, door handles, and anything else people may have touched.
- If restrooms accessed, wiping down exterior building entry door handles (both interior and exterior).
- Affixing a sign (provided) to each restroom door indicating that the facility is now closed until cleaning can be done overnight.
- Signing and submitting the Event Participant List to indicate cleaning completed.