

Garrison Joyner Building Use Guidelines (REVISED 10 September 2020)

In compliance with the FPC Burlington Re-Entry Task Force General Campus Protocols

General FPC 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).
- In the Garrison-Joyner, event hosts are responsible for cleaning restrooms as well, if they have been utilized.

Garrison-Joyner Specific Protocols:

The following rules are specific to the use of the Garrison-Joyner building and apply to any and all events held inside or outside of the building:

- All Campus Event Host guidelines must be followed and checklists completed at each meeting.
 - Note for Scout Meetings: Please submit only one recurring event meeting request for regular meetings and list each planned meeting date.
- To comply with the general FPC campus guidelines, no event may have more than ten (10) people indoors or thirty (30) people outdoors. Masks must be worn at all times and social distancing of six (6) feet must be observed.
- Any indoor space or facility used must have the following items cleaned by an adult leader(s) if used.
 - Restrooms, all doorknobs inside and outside, counters in the kitchen, tables, utensils and glasses, floors (if applicable), and any other surface that comes in contact.
- Meeting outside is encouraged and preferred. Six feet of physical distancing should be maintained. And face coverings must be used.
- Masks must cover both the mouth and nose.
- The spare key, if used, must be sanitized.

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 at all times. Exceptions: infants and others who request exceptions for medical/physical reason.
- 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, unless they have been disinfected.
- No shared food or drink 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 inside the main building (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.
- Changes to room set ups or failure to follow these guidelines will result in the loss of privilege to host another gathering.

Cleaning Checklist:

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). For the Garrison-Joyner Building, restrooms should be cleaned if utilized.
- Affixing a sign (provided) to each restroom door indicating that the facility is now closed until cleaning can be done overnight.
- Signing the Event Participant List to indicate cleaning completed.