

Guideline 4.301D	Pandemic Use of Church Facilities			
Dates	Effective: 9/8/2020	Next Review:	End Date, if any:	
Responsible Committee: Property				
Distribution:	Open <input type="radio"/>	Staff <input type="radio"/>	Session <input type="radio"/>	Committee <input type="radio"/>

Swarthmore Presbyterian Church restricts the use of its buildings and grounds during a pandemic to minimize risk of COVID-19 exposure to individuals. The following guidelines are in effect until the Session chooses to change the policy based on scientific advice.

Objective and Background

These guidelines seek to establish clear standards for determining how in-person activities on church property, when necessary and appropriate, may safely be conducted. They acknowledge that our core ministries depend on the responsible use of these spaces to thrive.

These guidelines are framed in the spirit of trust and sense of responsibility that are essential to our community, trusting leaders and staff to work together with good judgment, discretion, and consideration of others in making appropriate decisions. Recognizing that program leadership and operating procedures will continue to evolve over time, the Property Committee will review these guidelines periodically and take steps to ensure that leaders and staff remain aware of them and the spirit in which they were written.

Procedures

1. Masks and Social Distance

CDC recommendations on wearing masks and safe social distancing are to be observed in all church spaces and apply to all situations, indoors and outdoors.

Exception: Those working or volunteering alone in a private work space, anticipating that no other person would enter that space, may work without wearing a mask. When in transit or in a public space, masks must be worn at all times.

2. Location

In general, the specific conditions of an occasion, ventilation, and safe social distancing guide decisions on the use of church spaces.

- ❖ Whenever possible and appropriate, outdoor spaces are used.
- ❖ Whether indoor or outdoor space is used, seating should be situated according to identified cohort units, maintaining mandated social distance between identified cohorts.
- ❖ Fellowship Hall & Courtyard: maximum capacity of 25 people for each space
 - 1 table per family unit
- ❖ Study: maximum capacity of 8 persons
- ❖ Church Office: for staff and staff-approved volunteer use only
- ❖ Baker Conference Room: for staff use only
- ❖ SPNDS spaces (including McCahan Hall): off limits for non-SPNDS programs
 - Only staff may access outside of SPNDS hours as needed
- ❖ McCahan Classrooms: closed (due to poor ventilation)
- ❖ Nursery: closed
- ❖ Parent Lounge: closed (due to the challenge of sanitizing upholstered furniture)
- ❖ Common areas: hallways, foyers, restrooms
 - Strictly for thru-passage, no lingering
 - Staggered pacing of traffic should be enforced

- Users are responsible for sanitizing hands before and after touching doors etc.
- Custodial staff is responsible for keeping sanitizer available in these spaces
- ❖ Fellowship Kitchen: for staff and staff-approved volunteer use only
- ❖ McCahan and Lower level kitchens: for SPNDS staff and staff-approved volunteer use only

3. Consumption of Food and Beverages

- ❖ The consumption of food at planned events requires staff approval.
- ❖ Participants would consume only the food that they themselves brought or bought, and there would be no sharing of food, except within households/cohort units.
- ❖ Water fountains will be disabled. If appropriate, bottled water will be made available.

4. Approval/Oversight of In-Person Gatherings

- ❖ All work of the church that can be accomplished virtually should continue to happen virtually.
- ❖ All in-person gatherings/events must be approved. There can be no spontaneous events on church property.
- ❖ Any ministry planning an in-person gathering must submit their request to the Parish Administrator for approval by [staff] at least two weeks prior to publicity of event.
 - Parish Administrator will be responsible for acknowledging and replying to requests.
- ❖ Gathering leaders/coordinators will be responsible for:
 - utilizing SPC COVID-19 Questionnaire for all attendees 24-hours in advance of the gathering
 - wiping down high-touch surfaces before and after the gathering

5. Outside Groups

The use of church spaces by outside groups (such as Scouts, AA, and renters) is generally prohibited. Access to supplies by Scouts and AA may be arranged by request to the Parish Administrator.