

## Rose City Park United Methodist Church

### COVID-19 Building Safety Guidelines

Effective June, 14, 2021

**Overview:** As federal and state governments have recently updated Covid safety guidelines, Bishop Elaine JW Stanovsky and the Greater NW Area COVID-19 Response Team have issued new guidance for churches and ministry settings called "[Stepping Forward Safely in Love and Trust](#)," which shifts decision-making to the local level with an agreement showing our commitment to “accept the responsibility to carefully study, plan and implement safe local practices for our church/ministry outside the basic standard practices shared across the Greater Northwest Area, but consistent with the CDC and governmental guidance”.

These updated plans can take effect after approval from the RCPUMC Reopening Team including Pastor Dan Benson. This plan was created by a committee of RCPUMC Board Members who were assigned the task of developing a reopening plan for use of RCPUMC facilities not only by our members and constituents, but by participants of Rose City Community Collective. The members of this committee, the Reopening Team, are:

Dan Benson, Pastor

Sheryl Shake, former Chair, Single Board

Kathy Green, Member Single Board – Finance Team

Larry McDowell, Member Single Board – Building Team

Elsa Johnson, Building Manager

Terry Rudd, RCP Member, Former Board Chair on Finance, former council chair, joined team on 5/24/21

We have developed the following objectives that have shaped our plan:

1. The health, safety and well-being of all persons entering our building will be first and foremost in any decisions related to building use.
2. We will follow the guidance and recommendations provided by the Greater Northwest Area of the United Methodist Church while always following the requirements of local and state officials.

**Communication:** Updated safety guidelines and expectations will be communicated with the congregation and all building users by the Office Administrator and Building Manager via:

- Email/Mailchimp
- Website- both RCPUMC and Rose City Community Collective websites
- Facebook/Social media
- Calling team: to maintain interpersonal connections with and give updates to members of our congregation who are known to be nonusers or infrequent users of electronic means of communications

**Implementation:** The Building Manager is responsible for the day-to-day operation and maintenance of the church facilities under the advice and direction of the Pastor and the Board of Rose City Park United Methodist Church. Many of the actions and duties identified in this plan are assigned to the Building Manager with active follow through by all building users. The Building Manager is a member of the staff of Rose City Park United Methodist Church. This individual reports to the Pastor or the Pastor's designee.

**What are the elements of this plan?**

- 1. Indoor guidelines**
- 2. Outdoor guidelines**

Definitions:

- **Household Members:** refers to individuals who share common living arrangements at the same address and who have practiced social distancing, face covering, frequent washing, and other risk reduction practices when outside of the home.
- **Public Spaces:** specific to RCPUMC, public spaces refers to any areas that multiple people and groups have access to such as entrances/exits, hallways, restrooms and kitchens but also including meeting spaces such as the sanctuary, Youngson hall, parlor, chapel and others where many have access to and/or new participants are welcome.
- **Fully-Vaccinated:** CDC guidelines outline that people are considered fully vaccinated either:
  - 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
  - 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

## Indoor Guidelines

**Overview:** Due to the nature of how COVID-19 spreads, there is an inherent higher risk for indoor activities than outdoor ones. There are ways that we know can decrease that risk. We ask that all RCPUMC building users follow these building guidelines to help decrease this risk. Please read these guidelines, share with your program/organization, return a signed copy to the Building Manager and keep one for your reference and records. If writing your own program specific safety guidelines, please use our building guidelines in addition to any other guidelines that are specific to your program and provide a copy to the Building Manager. Please note that our building follows the UMC Bishop guidelines, CDC, state and county specific guidelines, whichever is strictest. If there are discrepancies, we will resolve them on a case by case basis. These guidelines will remain in effect until OHA has lifted more restrictions and the RCPUMC reopening team has distributed updated guidelines.

### **Current Guidelines:**

#### **CDC Guidelines:**

- [Considerations for Communities of Faith](#)

#### **Oregon Health Authority Guidelines:**

- [Oregon Health Authority Updates](#)
- [Statewide Reopening Guidance — Masks, Face Coverings, Face Shields](#)
- [Sector Risk Level Guidance Chart](#)
- [Faith Institutions Guidance](#)
- [Employer and Organization Guidance](#)
- [Interim Guidance for Fully Vaccinated Individuals](#)

#### **UMC Greater Northwest Area Guidelines:**

- [Stepping Forward Safely](#)

**Maximum Capacity:** Indoor building use will shift from a maximum capacity of people per zone system to a percentage capacity system for each individual space (see Addendum 1). The maximum capacity for each space will be displayed in each room. The maximum capacity is determined by Multnomah county's risk level and the Oregon Health Authority's "[Sector Risk Level Guidance Chart](#)". The Building Manager will check the county's risk level each Monday and communicate any changes to building users accordingly.

#### **Building Capacities according to OHA:**

- **Extreme risk:** Indoor Capacity: Maximum 25% occupancy or 100 people total, whichever is smaller
- **High risk:** Indoor Capacity: Maximum 25% occupancy or 150 people total, whichever is smaller
- **Moderate risk:** Indoor Capacity: Maximum 50% occupancy or 150 people total, whichever is smaller
- **Lower risk:** Indoor Capacity: Maximum 75% occupancy

**Return to Building Zones When Needed:** When needed, three building zones can be accessed separately and communal spaces such as entrances, exits, bathrooms and kitchens can be separated in each zone. This is only necessary to utilize when multiple events are happening simultaneously in different zones, in which case, zoning can be planned ahead of time and designated by the Building Manager.

**Scheduling:**

- Office/dedicated space use: Building users with dedicated office or other space may access their office at any time as long as they are adhering to the maximum occupancy guidelines. A space is considered “dedicated space” only if it is outlined in the building use agreement between RCPUMC and Program. If additional space is needed, contact the Building Manager ([building@rosecitypark.org](mailto:building@rosecitypark.org)).
- New building use or changed/updated building use since March 2020:
  - Building users need to provide the Building Manager with their date, time and location of intended use for approval.
  - Once authorized and scheduled on the building calendar, building users can access the building with their authorized key or with arranged assistance from the Building Manager.
  - Any new use since March 2020 will require training from an individual from the Reopening Team.

**Keep in mind BEFORE entering the building:**

- Stay home when sick: fever, cough or shortness of breath.
  - Any person who exhibits any symptoms of COVID-19, such as fever, cough, headache, unexplained tiredness, chills, sweats, aches, or difficulty breathing, is not allowed to enter. Any person who has experienced symptoms of COVID-19 in the past cannot enter unless that person has been symptom-free for at least three days (72 hours) and at least ten days have passed since the symptoms first appeared. If symptoms appear while the individual is in the building, the person must immediately leave the premises.
  - Ensure that your organization’s sick policy allows for employees to stay home when sick.
- Offer options that limit exposure risk for participants at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions)
  - Conduct meetings or stream events virtually whenever possible.
  - Stagger co-worker schedules whenever possible.
  - Consider a hybrid event including people both in-person and online.
  - Limit extra time and people present wherever possible. If our county goes back to an “Extreme Risk” level, meetings and gatherings will be limited to an hour.

**Keep in mind when IN the building:**

**Entrances:** Building users are encouraged to use the entrance closest to their destination in the building and required to sign in each day they enter the building. There are 4 doors set up as entrances to the building with logbooks and other supplies:

- Red doors across from the parking lot
- Glass office doors on Alameda St.
- Ramp entrance into Youngson Hall from 58th Ave.
- Ramp entrance labeled “Chapel” on 58th Ave.

**Entrance Logbooks:** All users will register in a logbook when entering the building that will include:

- Date, name, cell phone number while in the building, time of entering the building, acknowledgement of reading and agreeing to comply with the posted notice of COVID Rule #1 stating that one may only enter the building if all of the following criteria are met:
  - The person is not currently experiencing COVID-19 symptoms
  - If the person has ever had COVID-19 symptoms in the past:
    - 1. At least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications and since improvement in respiratory symptoms, and
    - 2. At least 10 days have passed since symptoms first appeared
  - If the individual experiences symptoms of COVID-19 while in the building, the person will leave immediately.
  - A minimum of 14 days have passed since a positive COVID-19 test. In the case of moderate to severe illness, a minimum of 21 days need to pass since a positive COVID-19 test.
- Logbook records will be destroyed after 60 days.
- If the nature of a program is for participants to remain anonymous (such as Alcoholics Anonymous), the group does not need to complete the building logbook but the following criteria needs to be met:
  - Leaders of the program must take their own logbook record of each participant in a way that works for their program
  - Leaders need to keep the logbook for 60 days and be willing to share the information with the Building Manager should a case of Covid be confirmed and contact tracing needs to occur. Records can be destroyed after 60 days.

**Face Masks and Physical Distancing:**

**Required in Public Spaces:** Face masks must be worn and physical distancing required between those not from the same households in **public spaces** (see definition on page 2) at all times by all individuals over the age of 2, regardless of vaccination status, with the following exceptions:

- When speaking during active music recording, provided the distancing requirement is being met
- When working in an office setting when the user has control of access to visitors to the space

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- When eating or drinking personal refreshments brought into building provided the distancing requirement is being met

**Optional in Private Spaces:** Face masks and physical distancing are not required for fully vaccinated individuals in their meeting/office space only and only under the following conditions:

- The individual or group are regular users who are consistently using the same space and the individual or group are a stable, non-changing group. This is not an option for groups that have differing or new participants when they meet.
- Fully vaccinated individuals who would like to be in their space without a face mask or distancing must show one-time proof of full vaccination status to the Building Manager.
  - According to [OHA guidelines](#), “If a business, employer or faith institution chooses to no longer require masks and physical distancing, the business, employer or faith institution must require visitors to show proof of vaccination and review the proof of vaccination. In that case, a business would need to have a policy for checking the vaccination status of customers and employees if they are not wearing masks. Fully vaccinated individuals would need to provide proof they’d been vaccinated if they want to remove face coverings and not observe physical distancing guidelines.”
- If an individual is not willing to show proof of vaccination, they are required to wear a mask.

### **Cleaning and Hygiene:**

- Practice good hand hygiene using hand sanitizer upon entering and frequent hand washing when in the building.
- Assign a sanitation attendant or attendants to frequently clean work areas, high-traffic areas, and commonly touched surfaces in areas accessed by workers and attendees/participants.
- Complete the posted cleaning checklist in each room after use.
- Supplies: Cleaning supplies and masks will be purchased by RCPUMC, positioned at specific locations, and made available for users of our facilities.
- Adults only are responsible for the cleaning of the used spaces. Children under the age of 15 should not be using cleaning supplies.

### **Restroom Use:**

- Please use the restroom closest to your space, observe the maximum number of people by utilizing “occupied” signs on doors and observe the use of marks on the floor in the hallway to distance while waiting.
- Restroom cleaning: Restrooms will be professionally cleaned and sanitized during the week by our custodial staff. It is also the responsibility of each user of the restroom to thoroughly clean and sanitize all high touch surfaces at the end of the day of use. A list of surfaces to clean is posted in the restroom and supplies are provided.

**Follow Building Signage:** Please follow all building signage general reminders including:

- Cleaning and hygiene procedures
- Maximum capacity signage, including elevator and restrooms

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- Mask and health guidance

**Ventilation:** Maximum air flow and ventilation are proven to help prevent the spread of Covid. In order to optimize this we regularly service our HVAC system and replace filters regularly. To further increase air flow you may open doors and windows, unless otherwise marked, and **please always close and latch/lock windows after each use.**

**Food Safety:** No food sharing, potluck style food serving or sharing utensils (including communion). All food must be individual and there is no drinking fountain use at this time (drinking fountain is disabled).

### **Singing, Wind and Brass Instruments:**

- No congregational singing.
- A group of 4 total singers/instrumentalists maximum may perform/rehearse live only if the following criteria are met:
  - All performers have been verified to be fully vaccinated.
  - All singers are masked and all instrumentalists have a mask over the end or bell of their instrument while playing.
  - All performers must be at least 20 ft from anyone who is not verified to be fully vaccinated. Since performers are fully vaccinated, they do not need to be distanced from each other.

**Guideline Enforcement:** Any individual who refuses or otherwise fails to abide by the building safety guidelines will be placed on the Denied Access List that will be maintained by the Building Manager. Once on this list, the individual will not be allowed to enter the building without advance written permission from the Building Manager or their designee.

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Contact Building Manager, Elsa Johnson, with any COVID-19 related concerns:

Email: [building@rosecitypark.org](mailto:building@rosecitypark.org)

Phone: (503)208-3547

## Outdoor Guidelines

**Overview:** Outdoor areas include the front lawn and parking lot. The following outlines safety guidelines specific to outdoor area events.

### **Outdoor Capacities according to OHA:**

- Extreme risk: 150 people maximum
- High risk: 200 people maximum
- Moderate risk: 250 people maximum
- Lower risk: 300 people maximum

**Face Masks and Physical Distancing:** All participants will maintain a physical distance of at least six feet between people except household members. Face masks are not required outdoors regardless of vaccination status when distancing is possible. Face masks are required outside when distancing is not possible.

**Logbook:** All individuals participating in an outdoor activity will sign in upon arrival gathering the following information:

- Date
- Name
- Phone number at which the individual can be contacted
- Acknowledgement that the person is not currently experiencing COVID-19 symptoms
- If the person has ever had COVID-19 symptoms in the past:
  - At least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications and since improvement in respiratory symptoms, and
  - At least 10 days have passed since symptoms first appeared
  - If the individual experiences symptoms of COVID-19 during the activity, the person will leave immediately
  - A minimum of 14 days have passed since a positive COVID-19 test. In the case of moderate to severe illness, a minimum of 21 days need to pass since a positive COVID-19 test.

**Safety Observer:** Every outdoor activity will have a designated Safety Observer who will be responsible for:

- Ensuring logbook is completed then provide the logbook sheet(s) to the Building Manager for use should it become necessary to notify Multnomah County Health for contact tracing.
- Ensuring masks are worn (if needed), physical distancing is maintained, and appropriate cleaning or sanitizing supplies are used when needed.

**Indoor Restroom Use:** Indoor restroom use is not assumed with an outdoor event. Any indoor restroom use needs to be coordinated by the Building Manager before the event date for access to the building and for training on indoor safety guidelines.

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**Food and Drinks:** Food and drinks are only allowed if distancing is possible. Individuals and household members can only have self-provided food/drinks or shared prepackaged or bottled individual servings. Potlucks and shared food/drinks areas are not allowed.

**Singing, winds and brass instruments:** Based on “Basic Standard Practices for Churches and other groups” ([Stepping Forward UMC Guidelines](#)):

Outdoors

- Group singing is allowed with strict 6’ distancing between households and everyone masked.
- Music groups may gather for recording or performance. Strict 6’ distancing between musicians, everyone masked (including singers and wind instruments).

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Phone: (503)208-3547

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I have read all Rose City Park United Methodist Church COVID building safety guidelines and we as an organization/program agree to fully comply with all building guidelines.

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Signed

Date

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Organization

Role