

**Rose City Park United Methodist Church**  
**Reimagining Life Together -- Proposal for Phase 2**

**BUILDING SAFETY REQUIREMENTS FOR BUILDING USERS DURING PHASE 2**

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 and facility updates to help decrease this risk. Please read these guidelines, return a signed copy to the Building and Facilities 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 (i.e. further education, food safety, etc. guidelines) and provide a copy to the Building and Facilities 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.

We will update all building use agreements to include your returned signed copy of these building safety guidelines as an addendum and also require that all building users stay informed of the latest CDC, state and local information and implement any updates that relate to their program. This page will be a source to link those updates when available.

**CURRENT GUIDELINES:**

**CDC GUIDELINES:**

- Community and Faith Based Organizations:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/community-based.html>

**STATE GUIDELINES:**

- Oregon Health Authority Updates: <https://govstatus.egov.com/OR-OHA-COVID-19>
- Multnomah County: Community and Faith Based Group Guidance:  
<https://multco.us/novel-coronavirus-covid-19/faith-based-and-community-groups-covid-19-guidance>

**UMC BISHOP GUIDELINES: Updated 6/18/20**

- Reimagining Life Together:  
<https://greaternw.org/wp-content/uploads/2020/05/Reimagining-Life-Together.pdf>

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### Rose City Park UMC Building-Wide Safety Requirements for Building Use:

**Only pre-authorized building use is permitted.** Contact Elsa Johnson, Building and Facilities Manager to inquire about authorization..

- Building users will provide the Building and Facilities Manager with their schedule for use in each building zone:
  - Zone 1: Worship part of the building- Sanctuary, Narthex, Music room, 1st floor kitchenette, worship preparation area, ADA accessible 1st floor bathrooms
  - Zone 2: Education Wing- Main office, rm 101, rm 105, rm 107, rm 201, rm 205, rm 207, copy room, nursery, conference room, rm 102, library, room 208, room 210 lounge, 2nd floor kitchenette, Chapel, 2 fl bathrooms
  - Zone 3: Lower Level- Youngson Hall, stage, Parlor, main kitchen, rm 2, rm 4, rm 6, rm 8, lower bathrooms
- 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 and Facilities Manager. See *Addendum 2 for further building calendar details*.
- Any new use since the building entering Phase 2 will require training from an individual from the Reopening Team.

### USE OF THE FACILITIES::

- 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 virtually whenever possible.
  - Stagger co-worker schedules whenever possible.
  - Limit extra time and people present wherever possible.

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- Face masks—N95-certified, surgical, or cloth—must be worn at all times by all individuals over the age of 2, with the following exceptions:
  - When speaking during active 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
  - When eating or drinking personal refreshments brought into building provided the distancing requirement is being met
- Practice physical distancing of 6 ft.
- Use designated entrances and exits for each building zone.
  - Zone 1: Entrance: red doors across from the parking lot, elevator access only: the Alameda glass doors. Exit: red doors by the organ in the Sanctuary, big red doors on Alameda from Sanctuary foyer
  - Zone 2: Entrance: glass office doors on Alameda St.. Exit: metal doors on the east side of the building, down the hall from the main office
  - Zone 3: Entrance: ramp entrance into Youngson Hall from 58th Ave. Exit: back hall exit by custodian closet
- Use designated bathrooms for each building zone, observe the maximum number of people by using “occupied” toggles on doors and observe the use of marks on the floor in the hallway while waiting.
  - Zone 1: 1st floor bathrooms
  - Zone 2: 2nd floor bathrooms
  - Zone 3: lower level stall bathrooms
- Follow the one-way building flow on each level indicated by arrows on the floor.
- Only one person in the elevator at a time.
- Reconfigure spaces and arrange meetings for appropriate distancing requirements.
- No in-person worship. No live music including singing, brass or woodwind instruments on the property.
  - No in-person vocal music. No in-person vocal music is allowed.
  - No wind instruments. No playing of brass, woodwind, or other wind instruments is allowed, with the exception of the pipe organ and piano in the sanctuary.
- Doors and windows, unless otherwise marked, should be opened for increased ventilation when possible and always closed and locked after each use.

**CLEANING & HYGIENE:**

- Practice good hand hygiene using hand sanitizer upon entering and frequent hand washing when in the building:
  - Before, during, and after preparing food
  - Before eating food
  - After using the toilet
  - After blowing your nose, coughing, or sneezing
  - After touching frequently touched surfaces

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- After putting on, touching, or removing cloth face coverings
- Complete posted cleaning checklist in each room each time using space. REQUIRED.
- Restroom cleaning: Restrooms will be professionally cleaned and sanitized during the week, Monday through Friday, by our custodial staff. It is also the responsibility of each user of the restroom to thoroughly clean and sanitize all surfaces used after each use. A list of surfaces to be cleaned will be prominently posted in the restroom and supplies such as wipes, gloves, and hands-free trash receptacles will be provided.
- No food sharing, potluck style food serving or sharing utensils (including communion). All food must be individual. No drinking fountain use (drinking fountain is disabled).
- Adults only are responsible for the cleaning of the used spaces. Children under the age of 15 should not be using cleaning supplies.

### Additional items for all building use:

- **Logbook:** All users will register in a logbook maintained at the designated entrance of each building zone that will include:
  - Date, name, cell phone number while in the building, time of entering the building zone, time of exiting 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:
      - 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
- **Building zone access:** as is the building's normal practice, all doors remain locked at all times. Building users access their designated zone door via door buzzer administered by the Building and Facilities Manager or with a pre authorized key.
  - All building maintenance or facility work will be coordinated directly with and approved by the Building and Facilities Manager. Access to the building will be administered by the Building and Facilities Manager or an appointed designee. Building Maintenance will have a separate logbook required for anyone working on facility matters to complete when in the building.
- **Supplies:** Cleaning supplies and personal protective equipment (PPE) will be purchased by RCPUMC, positioned at specific locations, and made available for users of our facilities. Our custodial staff will check to ensure adequate supplies are in place at each location. Users of our facilities can contact the Building and Facilities Manager if supplies appear to be running low. At minimum, supplies and PPE will be positioned as follows:
  - Restrooms: Hand soap, sanitation wipes, disposable gloves (latex-free),

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- hands-free trash receptacle.
- Entry/Exit points: disposable masks, hand sanitizer, sanitation wipes, disposable gloves, hands-free trash receptacle.
- Supply stations within each part of the building: hand sanitizer, sanitation wipes, disposable gloves.
- **Inadvertent exceedance:** During Phase 2, the maximum number of individuals allowed in each building zone is 10. Measures included in this plan—calendar preregistration and logbook review—are expected to reduce the risks of inadvertently exceeding this maximum allowance. Individuals registering in the logbook will be requested to review the total number of people currently in the building zone and ensure that by entering themselves the maximum allowed number will not be exceeded.
  - If the maximum will be, or already appears to have been exceeded, the individual at the entrance is no longer authorized to enter the facility, regardless of preapprovals, and will be required to immediately notify the Building and Facilities Manager. It is possible that individual(s) in the building will be required to leave who:
    - Have not been pre approved by the Building and Facilities Manager
    - Have not supplied the Building and Facilities Manager with their schedule ahead of time
    - Are no longer within the window specified in their schedule
    - Are requested to do so by the Building and Facilities Manager, regardless of preregistration

Contact Building and Facilities Manager, Elsa Johnson, with any COVID-19 related concerns: [building@rosecitypark.org](mailto:building@rosecitypark.org), 503-208-3547.

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

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Signed

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Date

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Organization

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Role

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