

## Rose City Park United Methodist Church

### COVID-19 Building Safety Guidelines

Effective July 7, 2021

**Overview:** As federal and state governments continue to update Covid safety guidelines, we continue in our commitment with Bishop Elaine JW Stanovsky and the Greater NW Area COVID-19 Response Team outlined in "[Stepping Forward Safely in Love and Trust](#)," 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” and that “we will follow the more cautious standards in instances where CDC guidelines and local/ state governments differ." On June 30, 2021, the State of Oregon implemented an executive order stating that masks and physical distancing are no longer required in many businesses. Individuals can host gatherings of any size. It is recommended that non-vaccinated individuals and groups where vaccination status is not known to continue to mask and distance and so will we. The OHA Faith Liaison office states "As we move into the next phase of the COVID response and recovery effort, please remember that there are still many Oregonians who are not vaccinated. COVID outbreaks are still happening, especially when groups of people gather indoors, such as faith based gatherings. While most of the mandatory health and safety requirements are being lifted, please continue to encourage your community members to get vaccinated, and consider what safety measures may still be helpful during your gatherings to avoid COVID-19 outbreaks."

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.

**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.
- **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 the RCPUMC reopening team has distributed updated guidelines.

### **Current Guidelines:**

- [CDC Faith Community Guidance](#)
- [CDC Community-Based Organizations Guidance](#)
- [CDC Choosing Safer Activities](#)
- [Multnomah County June 30 State of Oregon Update](#)
- [Multnomah County Faith Based and Community Groups Guidance](#)
- [Oregon Health Authority Updates](#)

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

- [Stepping Forward Safely](#)

### **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.

**Entrance Logbooks:** Logbooks serve as a resource for contact tracing if needed and as a health screening before entering the building. Groups that welcome new members should register all members unless they have an established plan to contact all group members in the case of Covid exposure (such as an email blast), in which case they only need to register new members or visitors. 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.

**Scheduling:** 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 when in the building:**

**Face Masks, Physical Distancing and Maximum Capacity:**

**Face Masks and Physical Distancing:** Face masks are recommended regardless of vaccination status but not required for fully vaccinated individuals. Physical distancing is recommended unless all participants are known to be fully vaccinated.

**Maximum Capacity:** Group gatherings that allow new members or where vaccination status is unknown should continue to physically distance and follow the 75% capacity guidelines for each room (see addendum).

**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.

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- 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 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.

**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.

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

- Cleaning and hygiene procedures
- Maximum capacity signage, including elevator and restrooms
- 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. All food (home-made or store bought) must be individually packaged or wrapped. Eating indoors is only allowed when distancing is possible between households. Coffee or beverages may be served by appointed volunteers serving all with clean and gloved hands, no utensil sharing or multiple touched drink dispensers and only with disposable cups, cream, sugar and stirrers. Drinking fountains are disabled.

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

- No congregational singing at this time.
- Live performances with an audience/congregation: A group of 4 total singers/instrumentalists maximum may perform 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.

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- 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.
- Groups of singers, wind/brass players may rehearse indoors and without masks but only if ALL members are fully vaccinated and there is no live audience.

**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.

**Face Masks and Physical Distancing:** Face masks are not required outdoors regardless of vaccination status when distancing is possible. Physical distancing should be practiced when vaccination status is unknown.

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

**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. Coffee or beverages may be served by appointed volunteers serving all with clean and gloved hands, no utensil sharing or multiple touched drink dispensers and only with disposable cups, cream, sugar and stirrers.

### **Singing, winds and brass instruments:**

- 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

**Rose City Park United Methodist Church**

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 \_\_\_\_\_