

07/07/2020

Dear Committee chairs and group leaders –

The FCPC COVID TASK FORCE recommends the following guidelines regarding use of the Church. Please note that the situation remains very fluid and we ask for your patience; we understand that every possible scenario is not addressed. We are focused on establishing guidelines for the church that can assist individual committees and groups in returning to some degree of normal functioning. We hope to do so while also safeguarding our staff and congregants. These guidelines are derived from guidance from both the CDC and PA state governance (<https://www.governor.pa.gov/process-to-reopen-pennsylvania/>).

Committees and other small groups may meet in the church with some limitations to space, occupancy and timing. There are many moving parts here, so we again ask for you to be patient and to reach out if you have questions or suggestions. Please be kind to the administrative staff in the office.

**All meetings must be scheduled in advance through the office (Toni @ 412-963-8243)**

**What we ask of you:**

1. Masks are required in the building at all times and outside of the building when there is close, sustained proximity to others. Please note that you should bring your own mask. We do have a small supply of emergency masks. Masks outdoors are otherwise optional while social distancing measures are observed.
2. Children under the age of two are not to wear a mask. If you have health reasons for not being able to wear a mask, please reach out to consider alternatives to being physically present in the space (livestream, zoom, meeting outside, etc).
3. Social distancing should be maintained at roughly 6 feet apart.
4. Use the sign in sheet upon entering the building (and sign out when leaving).
5. Please **STAY HOME** if, within the last 14 days:
  - a. you have been/are sick
  - b. have been in contact with someone who is/was sick.
  - c. have traveled from a current suspected or known “hot spot” as defined by local/state authorities.
6. Please wash hands frequently and cough/sneeze into your elbow.
7. Please refrain from using the water fountain. Bringing your own water bottle is encouraged.

**About meeting spaces:**

8. Kitchen is closed until further notice.
9. In order to facilitate routine cleaning and sanitizing, only limited spaces within the church building are open. If you require a specific space, please reach out to Toni in the office, and we will see what we can do. Barring special circumstances, use is limited to two of these indoor spaces at any given time.
  - a. Chapel (15 maximum)
  - b. Atrium (25 maximum)
  - c. Sanctuary (50 maximum)
10. Thirty minutes between consecutive meetings is required to allow for cleaning.

11. Only use of the Red Tile restrooms is permitted until further notice.
12. All committee/small group meetings should make every effort to provide remote access of some sort (Zoom, google meets, etc) to accommodate members who cannot attend in person, for whatever reason.
13. With access from the basement door at the bottom of the ramp, the lower level is available to Harvest Fair volunteers, independently (pending completion of renovations).
14. You can also consider using outdoor spaces such as the parking lot, Memorial Garden or steps outside of Fellowship Hall, but these still must be scheduled through the office (Toni); please ensure the space being used can accommodate social distancing measures for the size of your group.

**Other things:**

15. Chancel choir is suspended for the foreseeable future (singing has great risk of virus spread).
16. The office is staffed but on a limited rotating schedule. All visits are to be prescheduled for the time being. Please be patient with those working in the office during these times.

All these guidelines are subject to review and modification as new information comes to light. Although we pray for an end to the threat the virus poses to so many, all are strongly encouraged to make plans as if this situation will continue for a considerable amount of time.

If you have ideas, suggestions, comments or would like to help in some way, please do not hesitate to reach out to the office, or to the task force: [fcptaskforce@gmail.com](mailto:fcptaskforce@gmail.com).