



Buildings Use Rules June 2020

First Presbyterian Church strives to always be a welcoming place with a safe and healthy environment for congregation members, staff, and visitors.

During the current COVID-19 Pandemic it has become necessary to put into place rules for buildings use. The leadership of First Presbyterian Church has approved the use of our buildings again with the following protocols. The Administration Council will ensure the enforcement of these rules through volunteer teams and staff. As what we know about COVID-19 continues to evolve, these rules will continue to be updated as needed.

Following are the current requirements for gaining access to the buildings and use of these facilities.

General buildings use rules:

- FPC will follow the guidelines of the CDC in maintaining physical distancing. While on FPC property, we must observe the 6 feet separation guideline with all persons not in our own household
- It is critical to avoid visits to the church or attend any FPC function if you are sick. Please stay home if:
 - You are experiencing any symptoms of illness
 - If you have been exposed to anyone with COVID-19
 - If you have traveled out of the country in the last 14 days
- Wearing a mask is required while in church buildings. If you do not have a mask, the church will provide you with one.
- Expect a Security Associate or FPC volunteer to oversee your travel throughout the church facilities. You will have to register upon entry to building.
- Look for Signage and please observe all health and safety guidelines.
- Enjoy non-contact greetings (avoid shaking hands and hugging).
- Hand sanitizer stations are available throughout the opened areas of the church and should be utilized upon entrance.
- Occupancy limits must be observed.
- Large restroom use will be limited to two (2) persons at a time on the main floor and second floor office space. With subsequent building sections opening, the smaller restrooms will be limited to one (1) person at a time. For the protection of all, please understand that volunteers may oversee this.
- Water fountains will temporarily not be functional. You are encouraged to bring your own water for use in areas that do not have restrictions on food and drink.
- Elevator use will be restricted to one person at a time unless with members of the same household. Those needing assistance should have one caregiver only.

- All facility use for ministry groups and outside guests requires completion of a Facilities Request Form submitted to the Ministry/Calendar Coordinator for approval and addition to the church calendar.
- It is critical to leave furniture in all rooms as arranged. Room setups take into consideration physical distancing requirements. All room setup requests require a submitted Facilities Request Form.
- FPC reserves the right to cancel or disperse any gathering on church property when indicated in the best interest of church and members.

Parking Lots, Church Grounds, and Playgrounds

All gatherings requesting the use of FPC parking lots, greenspaces, or other exterior space must submit a request to the Ministry/Calendar Coordinator for approval and addition to the church calendar.

The following directives apply to these types of gatherings:

- Outside meetings and events must be approved in advance by completing a Facilities Request Form submitted to the Ministry/Calendar Coordinator. Approval will be confirmed by phone or email.
- Physical distancing rules of 6 feet also remain in effect for areas outside the church buildings in the parking lot, greenspaces, and other exterior gathering locations on the premises.
- Playgrounds remain closed for the purposes of health and safety.
- FPC encourages the use of personal masks outside while on church property if not alone.

Warning

Under Georgia law, there is no liability for an injury or death for an individual entering these premises, if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.



Worship Addendum to the Buildings Use Rules June 2020

In Worship, buildings use rules apply in addition to the items listed below:

- Masks will be required prior to entering the building.
- Deacons will be stationed outside entrances to assist attendees in safely entering and being seated for Sunday Worship.
- Deacons will direct worshipers in departure.
- In the interest of health and safety, the following may be temporarily suspended or modified:
 - Coffee/hospitality time
 - Passing friendship pads and offertory plates (boxes or baskets will be placed at each door or congregants may contribute by mail or app)
 - Providing bulletins, Bibles, and hymnals (congregants may print bulletins from home)
 - Processions
 - Choral anthems and congregational singing
- In the interest of health and safety, "Passing of the Peace" is temporarily modified as directed.



Small Group Meeting Addendum to the Buildings Use Rules June 2020

All buildings use rules apply in addition to the items listed below for Small Group Meetings.

- The small group or ministry leader is responsible for communicating, monitoring, and enforcing all FPC safety and health rules and guidelines.
- The small group or ministry leader will check in with the FPC Security Associate before and after the scheduled meeting or event.
- The small group leader will provide the church with a list of participants with contact information for use if contact tracing becomes necessary.
- Physical distancing rule of 6 feet separation must be observed by all persons not in your household while meeting in scheduled rooms or on approved outside FPC property. Passersby may be welcomed to join outside gatherings only if these expectations can still be met.
- Bottled water can be provided in meeting rooms by previous arrangements with staff. Temporarily, water fountains will not be functional.
- Furniture in meeting rooms should be left as arranged.
- Travel routes within the church to any designated area are restricted to those communicated by the FPC Security Associate or designated volunteer.
- Exit route is the same as entrance unless otherwise directed.