### First Parish in Cambridge

### Guidelines for Use of Space during Covid-19

### Winter 2021-2022

**Social Distancing and Occupancy**

* Occupancy is limited to 25 people in the Parlor or 35 people in the Barn Room to allow for social distancing.
* Attendees at any meeting or event must maintain 6 ft. of distance at all times.
* HEPA filter air purification units will be used to provide proper airflow. When possible windows will be opened to increase ventilation.

**Entering and Exiting**

 **PARISH HOUSE**

* All entry to Helverson Parlor or the Barn Room will be through the 3 Church Street entrance.
* Entry to the Parlor will be through the 1st door on the left and exit through the next door down the hall.
* Entry to the Barn Room will be up the main staircase (directional arrows will indicate up and down access) and in the first door at the final landing at the top of the staircase. Exit will be through the rear door down the hall.

Groups shall only access those specific spaces they have been assigned.

Restrooms on the main level will be used for Parlor events

Restrooms on the Landing level will be used for Barn Room events.

Accessible restroom on the main level will be available for all who need it

**Vaccines**

All attendees are strongly encouraged to be vaccinated. Vaccines are required for all staff, worship/ritual leaders, worship participants and those working with children.

**Facecoverings and Hand Sanitizing**

* All attendees and staff, excluding children under age 2, must wear well-fitted masks while inside and while entering and exiting, unless unable to wear a face covering because of a medical or disabling condition.
* Restrooms with soap and running water will be available on each level of the building.
* Hand sanitizer will be available at all entrances and in various spots throughout each space. Participants will be encouraged to use such sanitizers at minimum when they enter and exit the building.

**Food and Drink**

Any gathering which includes food must have individually packaged snacks, meals and beverages for participants. No onsite food preparation is allowed and no communal sharing of food or beverages. Water bottles are allowed in all meeting spaces and masks may be removed to sip water but must be replaced immediately after drinking.

**Music**

* Masks should be worn at all times unless a protective plexi-glass or other transparent barrier is in place.
* No group singing is allowed.
* Soloists should maintain social distancing of at least 13 feet.

**Cleaning and Disinfecting**

* Each room used shall be cleaned and disinfected between each use.
* Minimum of 30 minutes between events, preference for 1 hour between events.
* Restrooms will be cleaned at least every 30 minutes while space is in use.
* Heavy transit areas and high-touch surfaces will be disinfected on a continual basis during use.
* Trash receptacles will be located at each exit for disposal of masks

**Pre-registration and Health Screening**

* Pre-registration is required for all in-person events.
* Attendees must answer the following two Health Screening questions prior to being admitted to the event:
	+ Have you been in close contact with anyone who has tested positive for Covid 19?
	+ Has a doctor or healthcare professional instructed you to isolate or self-quarantine?