

PORTLAND MENNONITE CHURCH (PMC) FACILITIES USE GUIDELINES

Updated and Approved: June 9, 2021

Guideline	Notes
Cover your mouth and nose with a mask, face covering, and/or face shield when indoors	<p>PMC will provide disposable masks and post signs at entrances.</p> <p>Exception: Staff in individual offices, very young children, people who are having difficulty breathing.</p> <p>Vaccination exception: see note in Additional Requirements below.</p>
Monitor your health	Don't come to the church if feeling sick (eg with fever, cough, chills, vomiting, diarrhea).
Schedule all events and activities with church office	<p>Maximum capacity defined by reopening guidelines.</p> <p>Only one group will be scheduled in an assigned area at a time, and bathrooms may be designated if multiple groups in the building.</p>
Avoid close contact with people outside your household	Follow OHA and CDC guidelines. Generally 6' indoors, 3' outdoors. Be respectful of different comfort levels with personal space.
Wash hands often	PMC will provide hand sanitizer at entrances
Cover coughs and sneezes	Use a tissue, dispose of it, and wash your hands afterward.
Increase ventilation as much as possible	Open windows and doors. Use fans only to circulate indoor/outdoor air. PMC furnace filters are changed regularly.
Clean (and disinfect) surfaces	Clean high touch surfaces (door knobs, table surfaces, chairs, bathroom surfaces) after each event and as needed during activities. Prop open doors as much as possible to allow people to avoid touching door knobs. PMC has general cleaning weekly, and will provide cleaning/disinfecting supplies.
Limit eating	Eating is allowed outdoors, and in staff work areas. Sit or stand in one place while eating. Use single-serve items as much as possible, and have designated servers instead of self-serve. Disinfect any shared high-touch items frequently (1T bleach per gallon of water).
Limit singing	Singing is a high risk activity. Indoors: wear a mask while singing, unless everyone in the area is vaccinated (see note about vaccinated people in Additional Requirements below), ventilate as much as possible, and leave area empty for 3 hours afterward. Outdoors: keep distance outside of household groups.

Additional Requirements

- All signs posted in English and Spanish
- Restricted Areas of use: Classrooms (limited to SMMS), Kitchen, Nursery, Library
- Maximum occupancy defined by PMC Reopening Guidelines
- Vaccinated people are expected to follow all social distancing requirements including wearing a mask indoors. Exception: IF a small group of people who are all vaccinated provide proof of vaccination to the church office, they may remove masks indoors. This applies only in the area where the group activity is taking place; elsewhere in the building everyone is expected to wear a mask. The group organizer is expected to collect proof of vaccination.

Group Organizer will:

- Schedule event/activity with the church office.
- Set up meeting area ahead of time (eg chairs, aisles) with appropriate social distancing.
- Communicate that the group should use the entrance closest to area where meeting.
- Set up one-way traffic flows as much as possible.
- Prop open doors/windows as much as possible. Use fans when possible to circulate indoor/outdoor air (don't set up fans to blow on people).
- Think through and identify alternatives to any shared objects (hymnals, pens, offering baskets, etc) and greetings (handshakes, hugs).
- Assign someone to remind and monitor people about social distancing requirements, especially where people may congregate.
- Clean high surfaces as needed during and after the event.
- Keep a list of people in attendance and be able to contact them if needed for contact tracing. Attendance may be given to the church office or kept by event organizer. Keep for 60 days.