



INDEPENDENT  
PRESBYTERIAN CHURCH

**GUIDELINES FOR USE OF CHURCH BUILDINGS OR FACILITIES**

May 17, 2021

The following are the current general guidelines for members and guests entering or using Independent Presbyterian Church buildings or facilities. These general guidelines may be supplemented for other specific events or uses—for example, weddings and funerals—or for specific church properties. All guidelines are intended to reduce the risk of COVID-19 exposure and transmission.

1. **Designated Rooms or Areas:** Use of church facilities for meetings or other gatherings may be limited to designated rooms or outdoor areas in order to facilitate social distancing. At this time, the following room will be made available by *advanced notice*:

• Great Hall 1	old # – 12, new 18	A/V Available
• Great Hall 2	old # – 6, new 9	A/V Available
• Great Hall	New 80	A/V Available
• Rooms 305-306	old # – 25, new 37	A/V Available
• Garage	old # – 22, new 33	A/V Available
• HH Loft	old # – 20, new 30	
• Patio	old # – 25, new 35	
• Highland Hall Assembly	old # – 75, new 112	A/V Available
• Sanctuary	old # – 180, new 200	
• Chapel	new 30	
• Room 218	old # – 12, new 18	A/V Available

2. **Limited Number of Attendees:** The number of attendees may be limited based on the rooms or areas within or outside the church to be utilized in order to facilitate social distancing.
3. **Requirements for Arriving Members and Guests:**
  - a. Social Distancing: All members and guests must maintain a three to six-foot distance between persons.
  - b. Masks: All members and guests over the age of two (2) must wear masks while on church property in all common areas (hallway, restrooms, sanctuary, etc.). Staff, church members and guests are allowed to remove masks for group meetings if everyone present has been fully vaccinated. At this point in time, fully vaccinated is defined as 2 weeks after the 2nd shot for the Pfizer and the Moderna vaccines and 2 weeks after the initial J&J vaccine. This is effective immediately and also on the honor system, so please check with everyone in your group to see if they are fully vaccinated as described above. Teachers in the Day School may also remove their mask if all adults in the room are fully vaccinated, however they must still wear a mask in common areas like hallways, restrooms, etc.
  - c. Food and Beverage: People may bring a single-size beverage for personal consumption. Drinks and food may be purchased from food services (based on Kim's availability) and they will need to individually packaged and wrapped. Coffee service resumed on May 2, 2021.

- d. Obligations Prior to Arrival: All members and guests are expected to exercise precautions prior to arrival to reduce the risk of virus transmission.

These precautions include, among other things, the **following questions before arriving at the church**:

- Have I been in close contact with a confirmed case of COVID-19?
- Am I experiencing a cough, shortness of breath or sore throat?
- Have I experienced a loss of taste or smell?
- Have I had a fever in the last 24 hours?
- Was my recent temperature over 100.4 degrees Fahrenheit?
- Have I traveled internationally within the past 14 days?

If the answer to any of the above questions is “yes,” the member or guest should not come to the church.

- if possible, taking their own temperatures before leaving home, which should not exceed 100.4 degrees (Fahrenheit).
  - washing their hands with warm water for at least 20 seconds before leaving home;
  - using the restroom before leaving home as church restrooms may be limited or not available for use; and
  - using personal hand sanitizer upon arrival.
- e. Additional Obligations Upon Arrival: Use hand sanitizers and disinfecting wipes as may be made available within the church, and wash hands with warm water and soap when using available church restrooms.
- f. Acknowledgement of Exposure Risk: All members and guests understand and acknowledge that COVID-19 is a public health risk that can result in serious illness or death and exposure can occur despite precautions taken. All members and guests using or entering church property or facilities voluntarily assume all risk of exposure.
- g. Quarantine for staff holiday travel: For international travel, quarantine 7 days and a test 3-5 days after they return, or quarantine 10 days with no test. Anyone traveling domestically who engages in activities that involve public transit or large group gatherings (i.e., dining in restaurants, attending a wedding or funeral, travel via airplane or train) will have the same rules of quarantining as those with international travel.

4. **Additional Requests or Instructions of Clergy or Church Staff**: All members and guests are expected to follow any additional requests or instructions made by the clergy or church staff.

Because of the fluid nature of state and local requirements and recommendations relating to COVID-19, these guidelines are subject to change without notice. Any exception to the foregoing guidelines must be approved in advance by the church. Rooms or areas of the church available for meetings or gathering and any limitations on the number of attendees will be determined by church facilities management in consultation with the appropriate church oversight committee.