



# Memorial Park EPC

*Love People. Know Jesus. Live Transformed.*

---

## PHASE 5 Reopening Protocol

The overarching theme of reducing the risk of contracting or spreading COVID-19 is focused on individual efforts towards personal protection. The following points should be observed and followed by everyone.

### WHEN TO STAY AT HOME

As we have transitioned many meetings, gatherings, and committees to Zoom, we have the online options that allow us to engage remotely as you feel is best for you. If you are experiencing any of the symptoms listed below, you should STAY AT HOME. Symptoms can appear anywhere between 2-14 days after exposure and some individuals are not displaying symptoms and may be still be able to spread the virus.

SYMPTOMS: The CDC has issued 6 new symptoms of COVID-19. The full list is as follows:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Congestion/Runny Nose
- Nausea/vomiting
- Diarrhea

You should seek emergency medical attention if you are experiencing any of the following symptoms:

- Trouble breathing
- Persistent pain or pressure in chest
- New confusion or inability to rouse
- Bluish lips or face

If you are not feeling well in any manner, we urge you to utilize caution and stay at home for the safety and wellness of you and others.

### PROTECTING YOURSELF

The primary method of spread is through respiratory droplets spread person to person, and can sometimes be spread by airborne transmission. There is a possibility of spread through exposed surfaces, though it is not believed to be the main way that the virus spreads. Your best chance of protecting yourself is following all of the guidelines set forth, so that there are layers of protection between you and a possible means of communal spread.

- Frequent handwashing with soap and water for 20 seconds is the recommended method for self-protection.
- If soap and water are NOT AVAILABLE, the use of at least 60% solution of hand sanitizer may be used as an alternative. These stations will be available throughout the building at the reception desk in the Admin Wing and in the welcome area outside of the main Sanctuary doors.
- Avoid touching your eyes, nose, and mouth with unwashed hands. This is the only method for the virus to enter your body from a contaminated surface.
- Social distancing of at least 6 feet and avoiding physical contact.

**Memorial Park EPC**

8800 Peebles Road, Allison Park, PA 15101  
(412) 364-9492 | [mpcepc.org](http://mpcepc.org)

- Face masks covering the nose and mouth are **mandatory** for anyone entering the building. Everyone should provide their own mask.
- Facilities staff will be regularly cleaning touch points in common areas.
- As much as possible, avoid touching surfaces in common areas. Be mindful of your surroundings and what you're doing with your hands.
- Avoid placing personal items (cellphones, keys, wallets, purses, etc.) in public spaces or on commonly used surfaces.

## **SCHEDULING EVENTS**

If you are looking to schedule an on-site event, please contact the church office at (412) 364-9492 for someone who will help you schedule. We encourage you to schedule events on the MPC Connect calendar even if they are being held via Zoom (or another platform online), but please be sure to indicate this by letting us know so we add \*Zoom\* or \*Online\* to the beginning of the event name.

During Phase 4, MPC will only allow:

- Static room set up with chairs placed 6 feet apart facing one direction. Chairs should not be moved unless to rotate them to face a different direction. Additional resources approved on a case-by-case basis.
- Each room to be used in a limited capacity during the day to allow ample time for cleaning before and after use. Rooms will be assigned from a priority list provided by the Facilities Manager.
- Events to be scheduled. Rooms and resources will be assigned for you.
- Limited rooms to be utilized. No common areas will be available.

All gatherings must comply with the 10% capacity limitation in place per state regulations. Allowable group size will depend on the available rooms.

## **WHEN YOU ARE MEETING ON SITE**

Please use the main church doors when entering and exiting the building for on-site meetings. All meetings and events should be scheduled in advance following the guidelines listed above in the SCHEDULING EVENTS section.

The above guidelines should be shared and made clear with anyone attending meetings onsite. Guidelines will be posted on all entrances and throughout the building. As a group leader, we hope you ensure that all other attendees are following these guidelines.

- Face masks and social distancing are the easiest and most important guidelines to follow.
- Alert the Facilities Director ([jdames@mpcepc.org](mailto:jdames@mpcepc.org)) if anyone has been onsite and displaying or reports symptoms of COVID-19.
- Alert the Facilities Director if individuals are failing to follow required safety protocols.
- Each room will only be used once per day and only certain areas will be available for use. DO NOT cross any areas sectioned off with caution tape.
- Do not use ANY space that has not been assigned to your group.
- Avoid exposure to unassigned or common spaces in the church.
- DO NOT move or rearrange chairs. All set ups are designed for required social distancing. If you have a concern or special need, direct your request to the Facilities Director.
- As much as possible, avoid touching items or surfaces in your assigned room.
- Your staff host or a member of the facilities staff will let your group into the building shortly before the meeting/event begins
- No one except employees should be in the building without an approved, pre-scheduled event.

## **IF YOUR GROUP EVENT INVOLVES FOOD**

There are additional safety measures that you must take if your group meeting or event involves food consumption onsite. After scheduling the event, you must contact the Facilities Director at least 24 hours prior to the event time. The guidelines will be reviewed and the specific arrangements for set up and execution will be discussed. All of the following guidelines are in addition to any existing guidelines for groups meeting on site.

- A Ministry Leader is required to be in attendance and monitor the event to ensure that all safety procedures are being followed. If the Leader is unable to perform these duties during the event, a Pandemic Safety Officer can be named for the event in their stead.
- Group sizes will be limited by the size of the room to be used.
- Reservations for events involving food are required and are to include contact information for any attendee.
- Walk-ins cannot be added into existing seating arrangements unless a certain number has been accounted for during the planning stages. Additional chairs/seating are NOT allowed to be added during the event.
- Seating arrangements will be worked out beforehand with the Facilities Director to accommodate group size and social distancing requirements.
- Social distancing between households is even more important during meals. Anyone who wishes to sit with someone outside of their immediate family must register as a single group. We discourage the mixing of households on site unless the households involved have already breached social distancing measures outside of church events.
- Attendees must wear masks while seated and should only remove them once the food is served. If someone needs to leave their seat for any reason during the meal, masks should be worn. Upon completion of the meal, masks should be put back on.
- While individually served or boxed meals are preferred, buffet style meals are allowed with additional requirements.
  - Buffet lines and drink stations must be staffed to limit communally touched utensils or items.
  - Disposable dishware and utensils are preferred.
  - Used plates, bowls, cups, etc. must be disposed immediately. DO NOT take used dishware back to a communally shared space.
- Anyone who will be handling food for others (i.e. those handling or distributing boxed meals) must self-administer a temperature check prior to arrival for the event or use the touchless thermometer on-site (with the First Aid supplies in the Welcome Center).
  - In addition to temperature checks, wellness check-ins should be considered:
    - Are you or have you been displaying any COVID-19 symptoms as outlined by the CDC within the last 48 hours?
    - Have you traveled to an area that is considered a hotspot for community transmission of COVID-19?
    - Have you tested positive or are you awaiting test results for COVID-19?
    - Have you been exposed to anyone who has tested positive or is awaiting test results for COVID-19?
- Food handlers who are handling or distributing boxed meals should be extra vigilant in all safety measures: proper wearing of masks, gloves, frequent handwashing, cleaning surfaces, etc.