

USNH Building Access Policy for Outdoor Events (Ver. VI, Adopted August 2020)

During state and/or locally declared Public Health Crises, the USNH building will remain closed until emergency orders are lifted, save for a few exceptions (Cuddle Time Daycare, occasional staff/lay leader work). Anyone entering the building must sign in and out on the log sheet near the front door. The Building Reopening Advisory Group has determined that USNH can allow outdoor events with limited building access. This policy is subject to frequent review in accordance with varying risk factors.

THE BUILDING IS CLOSED AND UNDER ELECTRONIC SURVEILLANCE

Persons with administrative business may be admitted as scheduled by Jamie Ross, Office Administrator and must sign in and out on the clipboard provided in the lobby.

All outdoor events must be scheduled through the Congregational Administrator and have a designated Event Coordinator. Possible meeting spaces include the awning on the front lawn, the memorial garden, and the back patio. Participants are asked to abide by the following:

- Each participant at the event must wear a mask correctly (covering mouth & nose), and follow state guidelines for social distancing and the number assembled.
- Refrain from offering shared food/beverages.
- Access outdoor meeting spaces only during daylight hours, with a maximum of 8 people.
- If using folding chairs provided by USNH, they must be sanitized by participants after use

Responsibilities of the Event Coordinator:

1. Access to the building shall only be granted by the Event Coordinator and only for emergencies and limited bathroom use. Participants enter at their own risk and should be encouraged not to use the bathroom facilities if it can be at all avoided. For this reason, event coordinators are encouraged to arrange only shorter (maximum 1.5 hour) events.

2. The Event Coordinator shall provide the USNH administrator with a list of all participants including contact info for any non USNH members.

3. The Event Coordinator shall be responsible for providing CDC recommended sanitation products (wipes, grain alcohol spray, hand sanitizer) and for cleaning and sanitizing surfaces that may have been touched during and after the event.

4. **If a bathroom is needed, only the women's bathroom is to be used.** The Event Coordinator shall provide access to the building and ensure that the person entering has sanitation supplies. Only **one** person shall be granted bathroom access at a time (this excludes anyone needing assistance).

People using the bathroom should abide by the following protocols:

- Sign in and out of the building
- Wear a mask that covers your mouth and nose.
- Refrain from touching the main door and surfaces between the main door and the bathroom door.
- Use a cloth or paper towel to open bathroom door.
- Sanitize toilet seat with an antiviral wipe after use (dispose in garbage – DO NOT FLUSH).
- Wash hands with soap and warm water for at least 20 seconds.
- Sanitize faucet handle(s) after use with an antiviral wipe.
- Use elbow or forearm to dispense paper towel.
- Use paper towel to open bathroom door to exit.
- Wait at least 10 minutes between bathroom visits.

5. The Event Coordinator shall provide the office Administrator with a "what went right/what went wrong" report and should immediately contact USNH Congregational Administrator if they become aware of anyone who tests positive for COVID 19 (or becomes sick with COVID-like symptoms) within three weeks after the event.