

St. Therese Temporary Facilities Guidelines Effective: 09-28-2020

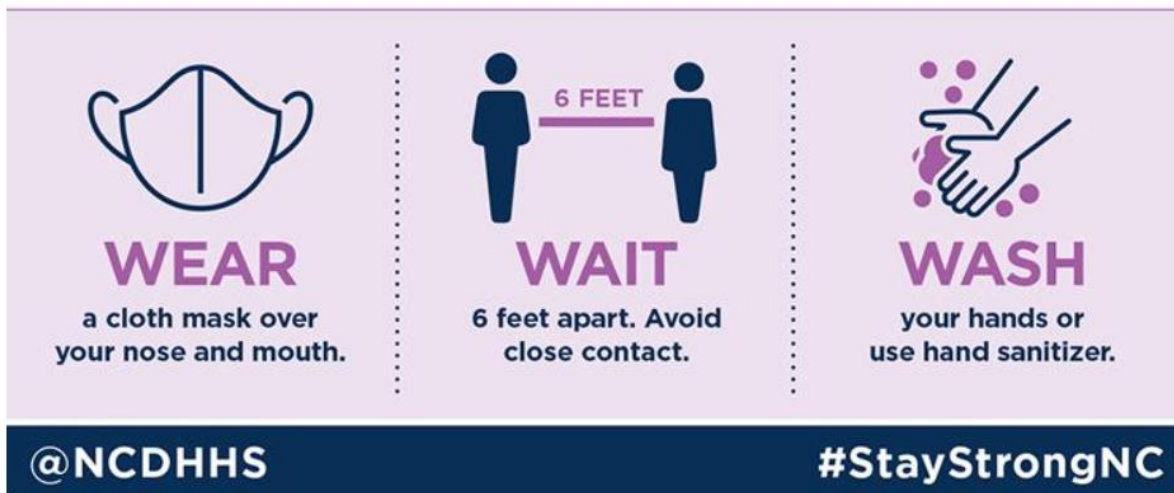
As we begin transitioning back to holding in person meetings and activities at St. Therese during the pandemic, it is important that we have procedures in place to do this safely. We are counting on your cooperation in implementing these procedures within your ministries as you begin meeting on campus. These guidelines are subject to change as we receive updated guidance from the Diocese of Charlotte and the North Carolina Department of Health and Human Services (NCDHHS).

In these guidelines you will find the following:

1. Personal Protection Guidelines
2. Seating Capacities per Room
3. Food and Drink Policy
4. Cleaning Procedures for Classrooms and Meeting Spaces
5. Location of First Aid Kits and AEDs
6. Updating Facilities Scheduling Requests including Virtual Meetings

1. Personal Protection Guidelines

If you leave home, know your 3 Ws!



- All visitors are required to wear a mask. The Parish Office has a limited number of free masks for your convenience. If you do not have a mask, please ask for one.
- Remember to stay 6 feet apart from others and avoid close contact.
- Wash your hands and/or use hand sanitizing gel frequently. The parish will provide hand sanitizer in all classrooms and meeting rooms.
- If you are not feeling well, or have a fever, please do NOT come on campus.

2. Seating Capacities per Room

- Based on our available space, seating capacities per room have been determined for your safety. They have been calculated for the number of people allowed with and without using tables in the Administration Building and the Multi-Purpose Room in the Parish Life Center. Classrooms in the Parish Life Center all have tables.
- Due to social distancing requirements mandated by the Governor of the state of North Carolina, **it is very important that your ministry adheres to these room capacities.** Ministries may **NOT** rearrange the rooms without approval from our Facilities Maintenance Director, Dave Conklin.

Please refer to the seating capacity tables below. Pictures have been included at the end of this document to provide additional information.

Administration Building

Room 14	8 without table	2 with table
Room 16	8 without table	3 with table
Room 15/17	15 without tables	8 with tables
Family Room	25 without tables	Up to 24 with tables & chairs

Parish Life Center

Room 202/203	15 with a table & chair for each person
Room 204	8 with a table & chair for each person
Room 107	10 with a table & chair for each person
Room 110	10 with a table & chair for each person
MPR (Multi-Purpose Room)	25 with or without tables & chairs

3. Food and Drink Policy

We have had a long-standing policy at St. Therese that food and drinks are not allowed in the classrooms or meeting rooms. We understand that many ministries bring refreshments to their meetings that are held in the Family Room and the Multi-Purpose Room. We encourage your members to bring their own food and drink to minimize risk. In compliance with guidelines from the NCDHHS regarding buffets and self-serve food options, homemade cakes or casseroles are not allowed. If a ministry leader decides to provide the refreshments for their meeting, food must be individually wrapped.

4. Cleaning Procedures for Classrooms and Meeting Spaces

- Classrooms and meeting spaces will be sanitized with the application of nontoxic, acid-free disinfectant on tables, chairs, and other touched surfaces after all activities.
- All surfaces are washed twice a week with the same disinfectant as well as soap and water as needed.

- Once a week we apply a Quat based, nontoxic and acid-free disinfectant to all surfaces utilizing a professional fogging applicator.
- The church will not schedule back-to-back events to allow time to sanitize the space.

5. Location of First Aid Kits and AEDs

The locations for our Primary First Aid Kits each have a sign on the wall to help you find them quickly.

Primary First Aid Kits are located:

- At the Welcome Desk in the church
- In the Multi-Purpose Room near the water fountains
- In the St. Ignatius Day Chapel Narthex

There are also first aid kits in “less public” places like the Faith Formation Office, the Working Sacristy in the church, the Parish Office storage room, the Parish Life Center Kitchen, and the hallway outside of the Nursery. Each classroom has a simple sandwich Ziplock bag with a few items – courtesy of the Building & Facilities Commission’s Safety Ministry.

AEDs are located:

- In the Church Narthex near the Ministry check-in desk
- In the Multi-Purpose Room near the water fountains
- In the St. Ignatius Day Chapel Narthex

6. Updating Facilities Scheduling Requests including Virtual Meetings

- ***All ministries are asked to resubmit your Facilities Scheduling Requests for both in person and virtual meetings.*** A virtual meeting section has been added to the form for your convenience. <https://sainttherese.net/facilities-scheduling-forms>
- For your convenience/use, St. Therese has set up a parish Zoom account. If your ministry needs to use the parish account to set up your virtual meeting, please request this in your online Facilities Scheduling Request Form. Our Facilities Scheduler, Christine Leal, will be happy to assist you.
- All virtual meetings will be added to our My Church Events calendar to keep our parishioners aware of all meeting opportunities.
- Please provide your virtual Meeting ID and Passcode if you would like this information included on our calendar.



Room 14: 8 people not using the table. Only 2 people using the table.



Room 16: 8 people not using the table. Only 3 people using the table.



Rooms 15-17: 15 people not using the tables. Only 8 people using the tables.



Family Room: 25 people without tables. Up to 24 people with tables & chairs.



Rooms 202-203: 15 with a table and chair for each person.



Room 204: 8 with a table and chair for each person.



Rooms 107 & 110: 10 with a table and chair for each person.

Multi-Purpose Room, Parish Life Center: 25 people with or without tables & chairs (not pictured)