

New Castle Presbyterian Church
25 E 2nd Street, New Castle, DE 19720
Christian Education Building Usage Guidelines

November 2020

Any member or non-member group needs to submit for approval from Session before use of the facility. Church groups can apply for approval by email to the church administrator. Any non-church group application needs to be completed using the Building Use Request form on the New Castle Presbyterian Church (NCPC) website and return to the church administrator.

NCPC does not have custodial staff. Our once a week cleaning occurs Friday at noon.

To comply with Delaware reopening guidelines for events – NCPC will require all groups that use the Christian Education (CE) building to adhere to the following guidelines:

Administrative Requirements

The contact person who submitted the Building Use Request is responsible for the collecting and returning to NCPC following the event:

- A copy of a sign in sheet that collects contact details for everyone that attends the event is required for contact tracing purposes. Each group is responsible for completing their own contact tracing if needed.
- A signed covenant agreement for each individual. This agreement includes the commitment to:
 - Following all CDC guidelines including:
 - Stay home if exhibiting any symptoms.
 - Wear a face mask on church grounds, except when eating or drinking.
 - Stay 6 feet apart, including the CE building and Meeting House.
 - Frequently wash hands.
 - Wipe down any shared item with a disinfectant wipe before and after use.
 - Wipe the areas touched in the restroom after use.
 - Follow all protocols listed below.

Safety Protocols

- Masks must be worn at all times on church grounds (except when eating and drinking).
- Use the provided cleaning supplies to clean surfaces before and after the event.
- Wipe all high-touch areas (door knobs, light switches, etc.) at least once per hour.
- Position chairs to ensure social distancing (each person should be 6 feet apart.) Position only 2-3 chairs per table. Position tables so people don't have to pass near others.
- Wipe down each table and chair with disinfectant anytime a person changes to a different table or chair.
- If the weather is mild – move some tables outdoors for especially for eating or drinking.

Use of Restrooms

- Use the provided cleaning supplies to clean surfaces before and after the event.
- Wipe all high-touch areas (door knobs, light switches, etc.) at least once per hour and use disinfectant spray after each use.
- If possible, stagger bathroom usage to ensure approximately 10 minutes between each use.
- Mask usage in the bathroom is strongly encouraged.
- Anyone using the restroom needs to wash their hands for 20 seconds following usage.
- Restrooms must be cleaned thoroughly after the event (particularly disinfecting the high contact surfaces).

Use of Kitchen/Serving Refreshments

- Use the provided cleaning supplies to clean surfaces before and after the event.
- Wipe all high-touch areas (door knobs, light switches, etc.) at least once per hour.
- Any preparers in the kitchen need to follow all food safety guidelines.
- Mask wearing is mandatory in the kitchen.
- If applicable, provide single-serve, individually wrapped food and beverages. Provide napkins or disposable papers to touch multi-use dispensers/serving utensils.
- Ensure hand sanitizer is readily available anywhere food or drinks are being served.

Any questions or updates should be presented in writing to Session.