

October 2020

## MCC FACILITY GUIDELINES DURING COVID-19 PANDEMIC

To protect our community, MCC has established the following guidelines for building and outdoor property access and use during the COVID-19 pandemic.

- The Trustees and Office ([office@mccsudbury.org](mailto:office@mccsudbury.org)) must be informed prior to any use of MCC facilities
- Everyone must sign the entry log and use hand sanitizer upon entry to the buildings
  - Large groups can alternatively submit a list of attendees and contact information the day after events
- Masks are required whenever two or more people are gathered on MCC property (including the parking lot) unless social distancing of more than ten (10) feet is practiced
- Social distancing of at least six (6) feet between individuals/families must be practiced at all time
- The maximum number of people allowed in MCC facility rooms is as follows:
  - Sanctuary: 25 people
  - Ames Hall: 25 people
  - Parlor: 15 people
  - Other rooms: 8 people or less (each room is limited to the number of people who can safely maintain six feet distance from each other)
- No one should come to MCC or an MCC event if they know they have been exposed to someone who has tested positive for COVID-19 in the past two weeks unless they have subsequently tested negative themselves
- No one should come to MCC or an MCC event if they feel ill (e.g., temperature over 100° F, frequent unexplained coughing and/or breathing difficulty, etc.)
  - Any reports of illness in the two weeks following attendance must be immediately reported to the church at [office@mccsudbury.org](mailto:office@mccsudbury.org)
- Everyone should practice good personal hygiene, including washing hands frequently with soap and water (using hand sanitizer when washing hands isn't possible)
- If these guidelines are not followed, MCC reserves the right to restrict access to the facilities; please notify [office@mccsudbury.org](mailto:office@mccsudbury.org) if any violations are observed.

