

# FRIENDS CENTER

## GUIDELINES ON RETURN

### During “Yellow” Phase of Governor’s Plan

Issued 5/27/2020

Governor Wolf anticipates moving Philadelphia from the “red” to the “yellow” phase of his reopening plan as of June 5, 2020. Friends Center has created these guidelines in its responsibility to maintain health and safety for facility overall. Each organization will need to manage its own personnel in accordance with the federal CARES Act (including sick leave provisions), the governor’s reopening process, and City of Philadelphia regulations. These guidelines will be modified and reissued from time to time as regulations change and the overall situation at Friends Center evolves.

#### GOVERNOR’S REOPENING PROCESS

Each organization should be aware of and follow the provisions of the governor’s reopening process (<https://www.governor.pa.gov/process-to-reopen-pennsylvania/>). These include:

##### Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must Follow Business and Building Safety Orders
- Child Care Open Complying with Guidance

##### Social Restrictions

- Stay at Home Order Lifted for Aggressive Mitigation
- Large Gatherings of More Than 25 Prohibited

#### GENERAL GUIDELINES FOR FRIENDS CENTER

- All employees of tenants, visitors and building personnel **must wear face masks** inside the building except when by oneself in a private office.
- **Maintain 6 feet of distance** as much as possible throughout the facility, particularly in common areas.
- Friends Center or its cleaning contractor, Team Clean, will **clean and disinfect high-touch surfaces frequently in common areas** in accordance with CDC guidelines.
  - Hourly cleaning of bathrooms, front doors, lobby, elevator lobbies, elevators
  - Twice daily cleaning of shared meeting rooms, kitchenettes, copy rooms, and interior conference rooms in the 1501

#### MAIN LOBBY and FRONT DESK

- Maintain 6 feet of distance from other people as much as possible in the lobby. Friends Center will use markers or tape on the floor to indicate a distance **6 feet from the receptionist**.
- Only one person at a time may access the **mail slots**. If someone is getting mail ahead of you, then wait in line 6 feet apart from each other, as marked on the floor.

- You may use the **automatic openers** for the front doors even if the weather is hot. We encourage you to wash your hands upon entry. We will disinfect the buttons hourly.
- **Wash your hands** regularly. (It's more effective than hand sanitizer, after all!) **Handwashing signage** in the lobby, in restrooms, and in the lobby area.
- A **hand sanitizer station** will be provided in the lobby when available. The item is currently BACK ORDERED, and we don't know when it will arrive. Until then, we will have small bottles of sanitizer available.
- **Parking validation stickets, tissues, hand sanitizer, and disinfectant wipes** (also back-ordered) will be kept on a table in the front lobby.
- There will be **no sign-in book** during the "yellow" phase of re-opening.
- While Friends Center is open 9 am to 5 pm, weekend parking rules apply in the driveway. Friends Center deliveries, contractors, and staff have priority. If you **park in the driveway**, you must give your name and phone number to the receptionist, who will write it down. We will **not** use the parking sign-in book.
- Unauthorized visitors and members of the public are discouraged from entering the facility.

#### **COMMON AREAS: HALLS, ELEVATORS, RESTROOMS, KITCHENETTES, COPY ROOMS, CONFERENCE ROOMS**

- While traveling through **front lobby, elevator lobbies, and halls**, maintain 6 feet of distance as much as possible.
- If another person is already going up or down ahead of you in stairwells, wait for them to go by before entering.
- Only **1 person in an elevator** at a time.
- No more than **2 people in multi-user restrooms** at a time. Maintain 6 feet of distance when washing hands.
- When in Friends Center's **meeting rooms**, keep 6 feet of distance between people
- No more than one person in **kitchenettes** and **copier rooms** at a time
- Wash hands before and after using copier, handling coffee or tea pots, opening fridge or microwave, or the like. Consider using a paper towel or tissue for these tasks.

#### **EVENT AND MEETING ROOMS**

- Friends Center will follow CDC and state guidance regarding allowable gathering sizes.
- During the yellow phase, gatherings are limited to **no more than 25 people**.
- If you book a shared room for a meeting, choose one large enough to allow for 6 feet of distance between participants. So, for example, if you need space for 10, you may need the Jones or Cherry Street Rooms. As always, our staff can advise you on what is most suitable.

## **REPORTING ILLNESS TO FRIENDS CENTER**

- Tenants should report to Friends Center management any individuals who have suspected or confirmed cases of Covid-19.
- Those individuals should stay home and quarantine, as per state and CDC guidelines.
- Friends Center will have Team Clean disinfect that individual's and/or organization's work areas.
- If someone on site reports a case of coronavirus, Friends Center staff will be in the lobby to use **non-contact thermometers** to scan everyone coming to work in the building.

## **PERSONAL HYGIENE**

Continue to follow best practices for hygiene, especially:

- **Wash your hands frequently** for at least 30 seconds in accordance with best practices from the World Health Organization (instructions posted in restrooms).
- **Cover your mouth and nose** with a tissue or your arm when coughing or sneezing.

## **SCHEDULE**

- Initially, Friends Center will be **open weekdays from 9 am to 5 pm.**
- We may extend those hours when there is a demonstrated need from equity partners and tenants.
- We will begin to reopen on Saturdays if and when enough meetings of up to 25 people are requested, and on Sundays if and when Central Philadelphia Friends Meeting wishes to have in-person worship for up to 25 people.