

# FRIENDS CENTER

## GUIDELINES During “MODIFIED GREEN” Phase of Reopening

Governor Wolf moved Philadelphia from the “yellow” to the “modified green” 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 are modified and reissued from time to time as regulations change and the overall situation at Friends Center evolves.

### GOVERNOR’S REOPENING PROCESS AND CITY OF PHILADELPHIA REGULATIONS

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/>) and Philadelphia’s reopening guidance (<https://www.phila.gov/guides/reopening-with-care/reopening-guidance/>). These include:

#### Work & Congregate Setting Restrictions

- Telework Strongly Encouraged
- Businesses with In-Person Operations Must Follow Business and Building Safety Orders
- Child Care Open Complying with Guidance

#### Social Restrictions ([city guidelines](#))

- Effective 10/13/2020, indoor occupancy is restricted to **10% of maximum capacity**, or 10 persons for every 1,000 square feet.
- Outdoor gatherings are restricted to 20% of maximum capacity.

### FRIENDS CENTER SCHEDULE

- Friends Center is currently **open weekdays from 8 am to 6 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 are requested, and on Sundays if and when Central Philadelphia Friends Meeting wishes to have in-person worship for up to the maximum allowed number of people at that time.

### 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

- **Open the windows** (if openable) and let in fresh air!

#### **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.
- **Parking validation stickets, tissues, and hand sanitizer** are kept on a table in the front lobby. (Again, remember that washing your hands is more effective than hand sanitizer.)
- **Disinfectant** in spray bottles and paper towels are available from the front desk to use in your work area and on tables in conference rooms.
- There will be **no sign-in book** until further notice.
- Now that Friends Center is open 8 am to 6 pm, regular rules apply in the driveway. Space is reserved for deliveries and contractors. Leave your vehicle there only for short periods of time while **loading and unloading**. If you do, 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 follows CDC, state, and city guidance regarding allowable gathering sizes.

- Philadelphia limits indoor events to no more than **10% of maximum capacity**. Room limits are posted at the doorway of each conference and meeting room.
- Outdoor gatherings of up to **20% of maximum capacity** are allowed.
- 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.

## **TENANT RESPONSIBILITIES**

- ✓ **Identify a Pandemic Safety Officer** who will be your organization's main point of contact for covid-related communications and planning.
- ✓ **Scheduling:** Consider using staggered scheduling for your staff. If you establish a regular schedule of working in the office, please let Erick Emerick know. We may ask the Pandemic Safety Officers of adjacent organizations to coordinate schedules, so as to allow more effective staggering.
- ✓ **Report 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 you feel ill with covid symptoms while working on site, please leave your work area as soon as possible. If you need time to get a ride before leaving the facility, please use the designated Isolation Room. Currently, the Rufus Jones Room will serve as the Isolation Room, as long as there is not a meeting scheduled in it.
- ✓ **Personal Hygiene**

Continue to follow CDC guidance 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.