

# **Guidelines for Tenants and Outside Groups**

## **from the Task Force for Re-entering, Re-opening, and Re-imagining for the Diocese of New Jersey**

**June 5, 2020**

### **Before re-gathering**

Every tenant or outside group using space in the buildings of congregations of the Diocese of New Jersey must:

- Have an up to date building use agreement which specifies
  - dates and times of meeting or building use,
  - space to be used, and any restrictions on the use of space or changes to set-up required by precautions against COVID-19,
  - and provisions for cleaning and disinfecting the space after each use.
- Have current applicable liability and property insurance naming the congregation or diocese as additional insured.
- Create a robust written contact tracing plan that ensures that the group will be able to contact all persons who participate in the group to share the information if someone in the group, congregation, or other group sharing the congregation's space, contracts COVID-19.
- Agree in writing to comply with all distancing, masking, and other behaviors outlined in this document.

### **At gatherings / during building use**

- The maximum number of people who can be present for a meeting or other activity is the LOWER of: number of people allowed at gatherings by the State of New Jersey OR number of people who can be accommodated with 6-foot physical distancing in place at all times (including entry and exit).  
(Those who live in the same house may sit closer, but seating must be arranged so that there is a 6-foot separation in every direction between that household and the nearest other person.)
- 6-foot distancing must be maintained during entry and exit of the meeting, in church parking lots and grounds before and after the meeting, and during greetings and farewells.
- Masks covering the nose and mouth, and fitting snugly to the face, must be worn at all times during the meeting, event or gathering except:

- a person speaking to be heard by the whole group may remove their mask to speak if they are 20 feet or more away from all other persons in the group while the mask is off.
- children under 2 years of age are not required to wear masks.
- a person actively experiencing trouble breathing, or who is incapacitated and cannot remove their own mask, may have their mask removed. In general, this person will be someone in need of urgent medical attention and should not be in the building unless awaiting the arrival of medical assistance.
- Microphones or other equipment touched by anyone should not be shared without being disinfected. All handled equipment will need to be disinfected before and after use, and surfaces near speakers should be disinfected after each service because of possible droplet contamination.
- Hand sanitizer and masks must be made available for all who need them.
- No shared food or drink may be served. Any food must be pre-packaged single serve ONLY, including condiments, and taken “to go” rather than consumed at the church. No individual or group may bring in food or drink to be consumed during the meeting or activity.
- Anyone with symptoms of illness should stay home. All tenants and outside groups must communicate that information to all members of their group.
- Any retail, educational, food service, or other business or non-profit activity conducted by a tenant must follow applicable regulations and orders from the State of New Jersey.

#### **After use**

- All spaces used must be cleaned and disinfected following CDC guidance (see attached) after each use by a tenant or outside group.  
Each tenant or group should have a written agreement in place with the congregation outlining which party is responsible for the cleaning and how it will be done.
- A *minimum* of one hour, or any additional time needed to ensure cleaning/disinfecting must be allowed between the use of any church space by different groups, whether tenants, guests, or from the congregation.

The congregations of the Diocese of New Jersey are committed to the health and safety of all, especially the most vulnerable, as an essential part of our Christian faith and life. The guidelines in this document are intended as an act of care for our tenants and all groups using church space, as well as for members of the congregation and all who come to the church in need or in celebration.

Updates may be made to these guidelines as public health conditions change, or new State orders require or permit. If guidance is relaxed over time, congregations may still choose to uphold the most restrictive guidance available at any time, depending on the need to protect the health of the congregation, tenants, or community.

This document is available at: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



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FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.** Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.** Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



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## MAKING YOUR PLAN TO CLEAN AND DISINFECT

**Cleaning** with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

**Disinfecting** kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

**YES**

It is an indoor area.

**NO**

**Maintain existing cleaning practices.**

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

**YES**

Yes, the area has been occupied within the last 7 days.

**NO**

**The area has been unoccupied within the last 7 days.**

The area will need only routine cleaning.



Is it a frequently touched surface or object?

**YES**

Yes, it is a frequently touched surface or object.

**NO**

**Thoroughly clean these materials.**

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

**Hard and non-porous materials**  
like glass, metal, or plastic.

**Visibly dirty surfaces should be cleaned prior to disinfection.**

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet,**  
rugs, or material in seating areas.

**Thoroughly clean or launder materials.**

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

