

Carriage House Usage Requirements and Guidelines

Lakeside Presbyterian Church (LPC) is committed to creating places of safety for our neighborhood and community. Assuring that all who use our space are safe will be a partnership: LPC covenants to uphold our standards to the best of our ability and trust those using our space to do the same. To that end, groups requesting to use the LPC Carriage House are asked to comply with the below social distancing and cleaning requirements and are required to fill out our agreement form, which includes appointing a “Safety Officer” for the group. For further information, see the guidelines laid out by the Commonwealth of Kentucky for businesses and places of worship for Healthy at Work: Phase 1.

We appreciate your understanding as we work towards these goals and your patience as we balance the needs of numerous groups and users. Note that plans and goals may need to change and that exposures may require us to close our space for complete re-sanitization procedures.

Social Distancing Requirements

- Groups should limit attendance to no more than ten (10), including staff, while maintaining social distance between household units of at least six (6) feet.
- Groups should ensure, to the greatest extent practicable, that participants wear coverings (e.g., cloth mask or bandana) over their mouths and noses while attending events. CDC guidelines on proper use of PPE can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>. LPC will not be providing individual PPE to outside groups.
- Groups should consider taking participants’ temperatures and asking about signs of illness before admitting them into the Carriage House. If they do take temperatures, they should consider using a non-contact thermometer or thermal imager. If a group must use a standard oral/aural thermometer, consider having the participant take their own temperature and relay the information to maintain social distancing and sanitize the thermometer after each use.
- Groups should not allow individuals with elevated temperatures (100.5 degrees Fahrenheit or above) or signs of illness (coughing, shortness of breath, sneezing) to attend in-person gatherings. Groups should direct those having symptoms of COVID-19, as well as people who have had close contact with a person who has symptoms like dry cough, chest tightness, and/or fever, to refrain from participating in any aspect of in-person gathering. Groups should encourage symptomatic persons to stay at home or seek immediate medical care or want to be tested.
- Groups should not provide communal food or beverages.
- Because of the requirement to socially distance at least six (6) feet apart, groups

should refrain from the practice of handshaking, handholding, or hugging.

- Groups should encourage those at higher risk for severe illness per CDC guidelines not to attend in-person gatherings. These guidelines are available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>.
- Contact Notification:
 - Groups must be prepared to assist public health officials if a participant tests positive or becomes exposed to COVID-19. More information about Contact Notification can be found at <https://govstatus.egov.com/ky-healthy-at-work>.
 - Groups must notify LPC if a participant who used our space has tested positive or become exposed to COVID-19 so that the church can take appropriate cleaning measures.

Cleaning and Disinfecting Requirements

Groups are required to clean and sanitize the Carriage House after each use. The cleaning procedure includes:

- Cleaning and sanitation of frequently touched surfaces with appropriate disinfectants, following the instructions laid out by the CDC here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- Groups must ensure restrooms are only used by one person at a time and all portions that are regularly touched (e.g., door, sink, and toilet handles) are appropriately disinfected after each use.
- LPC will provide:
 - Sufficient waste baskets and liners
 - Three hand-washing stations, each supplied with soap (kitchenette sink plus two bathroom sinks)
 - Appropriate disinfectant and spray bottle
 - Gloves
 - Paper towels
- Groups are asked to provide their own:
 - Hand sanitizer
 - Temperature taking device
 - Disinfectant wipes
 - Facial tissues
- Groups should remove their own trash upon leaving the space, depositing it into

the bins provided at the side of the main church building.

Safety Officer

To ensure accountability for groups using our space, we ask that each group appoint one named participant or leader as a “Safety Officer.” This person will be responsible for your group’s compliance with LPC and Kentucky guidelines. They will:

- Demonstrate that they have read and understood all requirements and guidelines listed in this document.
- Demonstrate that they have been trained to clean and sanitize our space based on CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
-or- appointed another named volunteer to demonstrate they have been trained to fulfill cleaning and sanitizing needs.
- Be responsible for holding individual participants in their events accountable to LPC’s requirements (ie ensuring that all participants wear face coverings).
- Be responsible for contact notification should that need arise.

For the LPC office to proceed with scheduling your group in our outdoor space, we must have on file a completed “[LPC Building Usage Form](#)” and a completed and passed “[Safety Officer](#)” quiz.