

Protocol for short-term rental or church member use of First Unitarian Church during COVID 19 (Approved 7/22/2020)

Our main concern is for the health and safety of tenants and other people in the Building. We are trying to comply with COVID guidance from the Hawaii State Department of Health. Everyone who uses the building needs to make themselves aware of DOH guidelines to prevent the spread of COVID.

1. People who have symptoms of COVID have an obligation to stay out of the building and away from others. These symptoms include fever, cough, shortness of breath. Other symptoms associated with COVID include recent loss of smell or taste, muscle aches, and sore throat. People who have had recent contact (within 14 days) with a person with COVID must also stay out of the building.
2. People who use the building must practice social distancing and wear masks as recommended. Indoor and outdoor areas may be used by members and tenants in groups of ten or fewer. No groups larger than ten people are permitted. The only bathroom available is the one in the sanctuary.
3. Rental agreements and payments should be done on-line. Renters will be assessed an eighty dollar professional cleaning fee due to increased cleaning needs.
4. The only rooms available for member use or short-term rental are the sanctuary and the gallery. The study, kitchen, and rooms on the second floor are not available for member use or short-term rental at this time. The back staircase, kitchen, laundry, and back bathrooms are restricted to use by tenants, staff, and others who need access for work-related needs (e.g. repairs/ maintenance).
5. Since we have limited professional cleaning at this time, church members should clean after themselves and refill toilet paper or other paper products as necessary. Supplies will be stocked in the bathroom.
6. All door knobs, bathroom fixtures, railings, light switches, window pulls, and any other items touched should be sanitized with disinfectant wipes after touching. Sanitizing wipes are located in the bathroom and near most doors.
7. Masks (to protect others) MUST be worn indoors when others are present. Providing masks is the responsibility of the renter and/or other users.
8. Indoor users should ventilate their space(s) to the greatest extent practical by opening windows and doors.

9. Special Entry Instructions

The ramp door will be the main door used to enter and exit the building. People who enter the building are requested to enter their name(s) and contact information in a logbook kept by the ramp entrance door. Residential tenants are exempt from logging in each time they enter the building. The back/kitchen entry is reserved for tenant use.

10. Staying safe from COVID is each person's responsibility. Keeping others safe from COVID is everyone's responsibility. Stay informed about Hawaii Department of Health recommendations and follow them.

MAHALO for observing these guidelines. Working together we will keep healthy.

Malama pono.