

Summary of OCWH Guidelines beginning May 2020*

1. Anticipated re-opening will be Monday, May 11.
2. Number of people in the building will be limited to 75, based on 25% of building capacity. Room occupancy will be limited according to size/capacity of room. Signs will be posted on meeting rooms with number of occupants allowed. Auditorium – 25; Twelve Step Room (Room 160) – 10; Classrooms and conference room – 4; Restrooms - 2**
3. All occupants will be asked to practice current social distancing protocols.
4. All occupants will be encouraged to wear face masks. All OCWH staff will wear face masks while on the premises.
5. Frequent hand washing is encouraged.
6. Door handles, bathrooms and certain surfaces in high occupancy areas will be cleaned and disinfected daily by the building superintendent or cleaning service. Occupants will be asked to wipe- down door handles and other surfaces at the end of each meeting.
7. A dispenser with hand sanitizer will be provided in lobby area.
8. Water fountain will be covered to prohibit use.
9. Magazine racks, brochures, other loose materials will be removed from lobby and Twelve Step Room.
10. Coffee station will be unplugged and out of service.
11. Entry into kitchen will be limited to one person at a time and a sign indicating same will be posted at kitchen entrance.
12. Out of service signs will be posted on the soda and snack machines.
13. Guidelines will be communicated by the Executive Director to all Tenants/Meeting leaders via email and/or phone.
14. Tenants/Meeting leaders will be asked to ensure compliance with guidelines by occupants/meeting attendees.
15. Guidelines will be posted on the entry doors and at a prominent location inside the building, as well as on the OCWH website.
16. Sign-in sheets will be placed in each meeting room and meeting attendees will be asked to sign-in and provide a phone number or other means of contact in case notification is necessary.
17. Lobby doors will remain locked when building is unoccupied.

* Guidelines are subject to change to adhere to State and local guidelines.

**Family Point has established its own guidelines for library occupancy. The Executive Director will monitor to ensure compliance with both the center and State and local guidelines.