

## Rules/guidelines for using the Berlin Community Center during the COVID Pandemic

We are excited to re-open our doors after being closed for approximately 5 months. With the re-opening, comes a new set of rules and guidelines that must be followed. The following is a breakdown of the rules/guidelines. Please note that we reserve the right to make adjustments to these rules/guidelines based on current requirements from the State and Federal government or as we deem necessary for the safety of our patrons and staff.

1. All reservations must be made in advance and approved by the Superintendent of Recreation or designated Parks and Recreation Department staff.
2. A Room Rental request form must be filled out before the first use of the group. Once the form is on file, the contact person can contact the Superintendent of Recreation directly with additional room requests.
3. Everyone will be required to wear a mask/face covering, when entering the building and continue to wear it while in one of the meeting rooms, in the hallway and/or while using the bathroom facilities. Even though seating in the rooms will be 6 feet apart, you will be required to wear your mask/face covering at all times.
4. Room set-ups and maximum numbers allowed are listed below. The multi-purpose room is available on a very limited basis and cannot be booked for multiple dates or more than one month in advance. Please contact the Superintendent of Recreation for more information. Room set-ups cannot be altered and chairs must remain on the designated markings on the floor.
  - **Room 1\*** – 8 tables in a U shape, 1 chair per table and two head tables with 1 chair each (10) or 15 chairs, in rows, placed 6 feet apart with two head tables with 1 chair each (17).
  - **Room 2\*** – 6 tables in a U shape, 1 chair per table and two head tables with 1 chair each (8) or 12 chairs, in rows, placed 6 feet apart with two head tables with 1 chair each (14).
  - **Room 3\*** – 6 tables in a U shape, 1 chair per table and two head tables with 1 chair each (8) or 12 chairs, in rows, placed 6 feet apart with two head tables with 1 chair each (14).

- **Room 4\*** – 8 tables in a U shape, 1 chair per table and two head tables with 1 chair each (10) or 10 chairs, in rows, placed 6 feet apart with two head tables with 1 chair each (12).
- **Room 5** – 4 tables in a square shape, 1 chair per table or 4 chairs, placed 6 feet apart (4).

\*Please note that rooms will be setup with tables in a U shape, unless you specify you would like the tables removed and just have chairs and 2 head tables. You must notify us in advance which setup you would like.

5. Everyone who is using a room at the Community Center must sign a COVID waiver form and every group that meets must submit a list of who is in attendance at each meeting so the Community Center staff can make sure each person has a waiver form on file and we have accurate records in case contact tracing needs to be done. For any participants under the age of 18, the parent/guardian must sign the waiver form and the contact person booking the room is responsible to make sure each person has a signed waiver, before they are allowed to attend the meeting. Waivers must be given to the Parks and Recreation/Community Center staff and will be kept on file in the Parks and Recreation Department and will be valid until June 30, 2021.
6. We ask that there be no gatherings in the hallways and please limit the number of people in the bathrooms.
7. The exercise/weight room and activity room will not be opened to the public at this time.

The Town will make sure that all facilities are constantly cleaned throughout the day/evening and after each use by a group. Cleaning includes wiping down tables and chairs, wiping down common touch points such as door handles, light switches, and cleaning bathrooms – toilets, sinks, dispensers and faucets. The Town will also have hand sanitizing stations available, throughout the building.

While it will be a little different this year, we hope that we can still accommodate some groups and provide as safe an environment as possible. We feel with everyone's cooperation we can do that. Please contact staff with any questions.