

FRIENDS CENTER

COVID-RELATED GUIDELINES

updated March 5, 2022

On March 2, 2022, the City of Philadelphia's Health Department published new COVID response levels that use pandemic metrics, including the number of people testing positive every day and how many people are in the hospital with COVID, to guide which mandates the City will enforce under what conditions. (See the end of this document for a list of the four levels and associated mandates. Also available [on the city's website](#).) Working within the metrics the City of Philadelphia will be moving into the level 2 Mask Precaution level, which mandates mask wearing indoors.

However, some COVID-19 restrictions remain in certain higher-risk settings like schools and large events (more than 1,000 people). These settings will work differently than the rest of the city in many cases. In particular, **early childhood education settings will continue to require 100% masking.**

FIRST FLOOR: NO CHANGE

Because the First Floor is an early childhood education setting, **Friends Center continues to require you to wear a mask in the First Floor common areas:**

- front entryway and lobby
- first floor hallways in both the main office building and the Meetinghouse
- first floor elevator lobby and common restrooms

CHANGES FOR SECOND AND THIRD FLOORS and FIRST FLOOR OFFICE SUITE, effective MONDAY, April 18th, 2022:

1. Masks Required

2. Please be mindful that different members of our community and their loved ones face differing levels of risk from infection by COVID. Therefore:
 - Continue to **maintain at least 3 feet of distance** from other people in shared spaces.
 - As a courtesy for those at higher risk, especially when other people are nearby, we ask you to consider wearing a mask in the **floor common areas** of the first floor office suite (walkways and kitchenette) and the second and third floors (elevator lobby, hallways, restrooms, kitchenette).
3. Each organization may **adopt its own, more stringent guidelines** for use of its own office space and for its use of meeting and conference rooms.

Friends Center staff will continue to monitor guidance from the city and the CDC and adapt these guidelines accordingly.

GUIDELINES FOR FRIENDS CENTER

HVAC at Friends Center

Indoor air quality is the biggest concern in the fight against the spread of the Coronavirus. Friends Center audited the facilities equipment and the filtration system in place exceeds ASHRAE specifications. The system is monitored through a series of preventive maintenance tasks. We have increased the outside air intake to increase the volume of fresh air versus recycled air. We encourage building users to open windows to increase ventilation in specific areas as needed.

GENERAL

- All employees of tenants, visitors and building personnel **must wear face masks in the first floor common areas** (front entry, main lobby, restrooms, and hallways outside the office suite).
- **Maintain 3 feet of distance** as much as possible throughout the facility, particularly in common areas.
- Friends Center or its cleaning contractor, Team Clean, will **clean and disinfect high-touch surfaces frequently in common areas** in accordance with CDC guidelines. Multiple cleaning of bathrooms, front doors, lobby, elevator lobbies, elevators
- Feel free to **open the windows** to increase outdoor air intake!

MAIN LOBBY and FRONT DESK

- Maintain 3 feet of distance from other people as much as possible in the lobby. Friends Center has markers or tape on the floor to indicate a distance **6 feet from the receptionist**.
- You may use the **automatic openers** for the front doors. We encourage you to wash your hands upon entry.
- **Wash your hands** regularly. (It's more effective than hand sanitizer, after all!) **Handwashing signage** in the lobby, in restrooms, and in the lobby area.
- **Parking validation stickers, tissues, and hand sanitizer** are kept on a table in the front lobby. (Again, remember that washing your hands is more effective than hand sanitizer.)
- **Disinfectant** in spray bottles and paper towels are available from the front desk to use in your work area and on tables in conference rooms.
- There will be **no sign-in book** until further notice.
- Now that Friends Center is open 8 am to 6 pm, regular rules apply in the driveway. Space is reserved for deliveries and contractors. Leave your vehicle there only for short periods of time while **loading and unloading**. If you do, you must give your name and phone number to the receptionist, who will write it down. We will **not** use the parking sign-in book.

- Unauthorized visitors and members of the public are discouraged from entering the facility.

COMMON AREAS: HALLS, ELEVATORS, RESTROOMS, KITCHENETTES, COPY ROOMS, CONFERENCE ROOMS

- While traveling through **front lobby, elevator lobbies, and halls**, maintain 3 feet of distance as much as possible.
- If another person is already going up or down ahead of you in stairwells, wait for them to go by before entering.
- When in Friends Center's **meeting rooms**, keep 3 feet of distance between people
- Wash hands before and after using copier, handling coffee or tea pots, opening fridge or microwave, or the like. Consider using a paper towel or tissue for these tasks.

EVENT AND MEETING ROOMS

- Distancing is still recommended. Encourage individuals to maintain 3 feet of distance between themselves and other individuals outside of their group
- Establish procedures to prevent crowding among persons waiting to use equipment or enter a classroom or other space.

TENANT RESPONSIBILITIES

Identify a Pandemic Safety Officer who will be your organization's main point of contact for covid-related communications and planning.

Scheduling: Consider using staggered scheduling for your staff. If you establish a regular schedule of working in the office, please let Erick Emerick know. We may ask the Pandemic Safety Officers of adjacent organizations to coordinate schedules, so as to allow more effective staggering.

Report Illness to Friends Center

- Tenants should report to Friends Center management any individuals who have suspected or confirmed cases of Covid-19.
- Those individuals should stay home and quarantine, as per state and CDC guidelines.
- Friends Center will have Team Clean disinfect that individual's and/or organization's work areas.
- If you feel ill with covid symptoms while working on site, please leave your work area as soon as possible. If you need time to get a ride before leaving the facility, please use the designated Isolation Room. Currently, the Rufus Jones Room will serve as the Isolation Room, as long as there is not a meeting scheduled in it.

PERSONAL HYGIENE

Continue to follow best practices for hygiene, especially:

- **Wash your hands frequently** for at least 30 seconds in accordance with best practices from the World Health Organization (instructions posted in restrooms).
- **Cover your mouth and nose** with a tissue or your arm when coughing or sneezing.

SCHEDULE

- Friends Center is currently **open weekdays from 8 am to 6 pm and Sundays 10 am – 1 pm.**
- We may extend those hours when there is a demonstrated need from equity partners and tenants.
- We are open on Saturdays only for event reservations that have been scheduled in advance.

CITY GUIDELINES

City of Philadelphia Office Guidance: <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/guidance/guidance-documents/office-guidance/>

THE CITY RECOMMENDS GETTING VACCINATED

The [City of Philadelphia says](#) everyone who is 5 or older should get vaccinated. Vaccination decreases your chances of a covid-19 infection, and reduces the length and severity of “breakthrough” infections that occur in vaccinated people.

CRITERIA FOR COVID-19 RESPONSE LEVELS

The City will use the least restrictive [response level](#) that applies, according to the following:

METRICS	MANDATES
LEVEL 1: All Clear	
Three or more of the following are true: <ul style="list-style-type: none"> • Average new cases per day is less than 100 (this is approximately the cut-off between CDC’s “substantial” and “moderate” levels of transmission). • Hospitalizations are under 50. • Percent positivity is under 2%. • Cases have not risen by more than 50% in the previous 10 days. 	<ul style="list-style-type: none"> • No vaccine requirement for places that serve food or drink. • No mask requirement (except in schools, healthcare institutions, congregate settings, and on public transportation; see “other situations,” below).

METRICS	MANDATES
LEVEL 2: Mask Precautions	
Three or more of the following are true: <ul style="list-style-type: none"> • Average new cases per day is less than 225 (approx. cut-off between CDC’s “high” & “substantial” levels of transmission). • Hospitalizations are under 100. • Percent positivity is under 5%. • Cases have not risen by more than 50% in the previous 10 days. 	<ul style="list-style-type: none"> • No vaccine requirement for places that serve food or drink. • Masks required in indoor public places.
LEVEL 3: Caution	
Three or more of the following are true: <ul style="list-style-type: none"> • Average new cases per day is less than 500. • Hospitalizations are under 500. • Percent positivity is under 10%. • Cases have not risen by more than 50% in the previous 10 days. 	<ul style="list-style-type: none"> • Proof of vaccination or negative test within 24 hours (acceptable tests include lab or onsite testing, not home tests) for places that serve food or drink. • Masks required in indoor public places.
4: Extreme Caution	
Two or more of the following are true: <ul style="list-style-type: none"> • Average new cases per day is 500 or more. • Hospitalizations are 500 or more. • Percent positivity is 10% or more. • Cases have risen by more than 50% in the previous 10 days. 	<ul style="list-style-type: none"> • Proof of vaccination required for places that serve food or drink. • Masks required in indoor public places.

Other situations

Some COVID-19 restrictions have been instituted in certain higher-risk settings like schools and large events. These settings will work differently than the rest of the city in many cases.

- **Schools and early childhood education settings** will continue to require 100% masking. For schools, we will continue to watch and evaluate the data. If it continues to move in the right direction, we plan to end mandatory masking in schools on March 9. Then, we will have a 1 week mask requirement after spring break to avoid a post break surge in cases.
- **Healthcare settings (PDF)** will continue to require masks under federal guidance.
- **Public transit** will continue to require masks under federal guidance.
- Large outdoor events, like concerts and races, with more than 1,000 people will require and check vaccine status during Level 4 (Extreme Caution), will require and check either vaccine status or have a negative test during Level 3 (Caution), and will have no restrictions during Level 2 (Mask Precautions) or Level 1 (All Clear).