Immaculate Conception Church

**Protocols for use of Convent Meeting Rooms**

The safety and wellbeing of our parishioners must always be our first concern. The following protocols, based on the current guidelines of the Diocese of Metuchen, the CDC, and the State of New Jersey, are intended to allow certain parish groups to meet indoors safely and within the parameters set forth under the current guidelines. Please be mindful that the failure to comply with any of the points below places both our parishioners and the parish itself at risk and will result in the loss of the ability to use our parish facilities for meetings.

1. Ministry Leaders must register participants prior to each meeting.  Each room has a limit of capacity based on New Jersey State regulations due to Covid, which is currently 25% of the capacity of the meeting space. If a room can accommodate 50 people, for instance, only 12 people may physically be present in that space so that proper social distancing may be maintained.  You must not go above that number, and registering participants will ensure the ability not to turn people away at the door.

**Meeting Room 1 - Upper Room Capacity (16)**

**Meeting Room 2 - Dining Room Capacity (8)**

**Meeting Room 3 - Recreation Room Capacity (8)**

1. All participants MUST be masked in order to attend and will need to adhere to social distancing at all times.
2. Ministry Leaders must thoroughly clean surfaces before and after meetings.  The anti-bacterial wipes and surface cleaner will be provided by the Parish. Always return room to the way it was set up when you arrived.
3. Ministry Leaders must ensure that garbage is removed from the meeting room, lights are turned off, windows are shut and locked, and all doors are locked upon leaving the building.
4. The key to the Convent must be returned to the Parish Center the following morning if it is a night time meeting.  If the meeting is scheduled for the day, the key must be returned to the Parish Center at the conclusion of the meeting.
5. Please keep outdoor light on outside of the entrance throughout the night.

 updated 10/11/20