

Reformation Lutheran Church

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PROCEDURES FOR THE PANDEMIC
GUIDELINES FOR REOPENING CHURCH OFFICE

NOTE: For the purposes of these guidelines, “staff” means the three rostered leaders, the two administrative assistants, and the three music staff.

1. The Church Office will be open for limited hours (Mon.-Thurs., 9:00 am – 3:00 pm), beginning on September 8, 2020. This does not preclude staff or other essential volunteers designated by staff from being in the church building at other times.
2. The building will remain locked at all times. Entrance to the building is limited to persons who are admitted by a staff person. Persons who are in possession of a key which unlocks the main entrance door should not use it but use the doorbell instead.
3. All entrance doors will be locked at all times; a wireless doorbell will be located outside the main entrance door to be rung during hours when office is staffed.
4. A log of all people who are in the church building will be maintained by staff noting the day and time of their presence and their confirmation that they attest that they meet the requirements listed below.
5. Everyone (including the staff) who wishes to enter the church building must complete a *COVID-19 Precautions Agreement for Individuals* to attest that they have not had symptoms of COVID-19 (the current CDC list of symptoms will be prominently posted).
6. Everyone who enters the church building will use a hand sanitizing station located at the front door upon arrival.
7. Everyone who enters the church building is required to wear a mask (masks are available for anyone who arrives without one).
8. Everyone who is in the church building is required to maintain social distancing of at least 6 feet.
9. Signs will be posted on the entrance door(s) to communicate the above requirements; signs with this information will also be posted in the church building; signs will also indicate that persons who are in possession of a key which unlocks the main entrance door should not use it but use the doorbell instead.

10. It is the responsibility of the staff member who admits a person other than staff to the building to ensure that the above procedures are followed by that person.
11. Upon receiving mail and packages, staff members will wash their hands.
12. Staff persons will be permitted to work from home on a case by case basis determined by the head of staff.
13. All shared equipment will be sanitized after each use.
14. No more than one person (or household unit) at a time should use the elevator.
15. Staff and volunteers should refrain from using others' phones, desks, offices, or other items in so far as possible.
16. Disinfecting/cleaning of surfaces in the church office (common areas, not individual staff offices) and upper level rest rooms will be done by custodial service twice a week and additionally as needed.
17. Each staff person will clean/disinfect areas in their office as needed.
18. Signs will be posted in the upper level bathrooms requesting that one person uses the bathroom at a time and that each user wipe down counters, faucets, and door handles after each use (disinfecting wipes will be provided in the bathrooms).
19. If the church is notified of a COVID-19 positive or suspected COVID-19 positive by someone who has been in the church office, the *COVID-19 Positive Policy* for notification and cleaning will be followed.
20. This information will be communicated to the congregation via email, US mail, and on the website.
21. These procedures will be modified as circumstances dictate.