

# **STERLING UNITED METHODIST CHURCH - HEALTHY CHURCH TEAM**

## **Protocol for Church Staff During a Pandemic**

Effective July 24, 2020

### ***Introduction***

To provide a safe and healthy environment for all church members, clergy, staff, and guests during the COVID-19 pandemic, and to comply with the requirements of the Virginia Conference of the United Methodist Church, Sterling UMC's Healthy Church Team has adopted, with the District Superintendent's approval, the following protocols for church staff working in the church.

This protocol first sets forth general rules applicable to all activities at the church, followed by modifications that apply specifically to church staff only.

So that Sterling UMC can conduct its missions and serve the community in a manner that protects the health and safety everyone, the HCT asks that staff covenant with each other to comply with this protocol at all times.

## ***General Rules for All Events***

- Rule 1.** You must register before the event by notifying the event organizer of your intention.
- Rule 2.** Everyone must take their temperature at home before coming to church. If it is above 100 degrees Fahrenheit, do not go to church. Everyone must also review their health using the Health Acknowledgment Form. This can be done at home or according to signs posted at church entrances.
- Rule 3.** Do not park next to other vehicles. Leave at least one open space on all sides of your vehicle. The General Rules for face coverings and social distance also apply while in the parking lot.
- Rule 4.** If they are mandated, follow the traffic flow plan for the parking lots and also inside the buildings.
- Rule 5.** Wear face coverings, which cover the nose and mouth, at all times.
- Rule 6.** Social distancing. You must maintain six feet between all people except among household members. This includes:
  - a. No handshakes
  - b. No hugging
  - c. No person to person touching.
  - d. No sharing of papers, books, tools or other materials.
- Rule 7.** No singing.
- Rule 8.** There will be ***limited*** or ***no*** access to church facilities; including restrooms. If you are allowed to enter church buildings, you may be restricted to certain areas and restrooms. If restroom use is allowed, you must follow the posted cleaning instructions.
- Rule 9.** There will be no childcare at this point.
- Rule 10.** Comply with all posted signs and directions from Health Monitors, event organizers, and staff.

Note that as the overall situation changes, there may be additional rules, exceptions or changes to protect everyone's health and safety.

## *Specific Requirements for Church Staff*

The General Rules are intended for events where staff, members and guests are present. Due to the unique situation where staff are working with almost no other people in the building, some of the General Rules have been relaxed or modified. All General Rules apply to staff except number 4. Traffic plans in the parking lot and inside the building will not be necessary in this situation. The following points clarify and or modify the General Rules.

- Staff must work remotely to the maximum extent possible.
- Clarification of Rule 1. Staff can work in the church building only for essential functions that must be performed in the building.
  - Staff must confer with the pastor to identify such essential functions, potential options for performing functions remotely, and protocols for performing functions to minimize contact with other staff, church members, and the public.
  - The pastor must review with and obtain the approval of the HCT for the essential functions to be performed in the building.
- Clarification of Rule 3. Staff working in the church building must adhere to the following requirements at all times. These are the same as stated in the Health Acknowledgement. You **cannot** work in the church building if any of the following apply:
  - You have had two or more of the following symptoms of COVID-19 in the last 14 days;
    - Fever (Over 100 degrees Fahrenheit)
    - Shortness of breath or difficulty breathing
    - Chills
    - Persistent cough
    - Flu-like symptoms
    - Diarrhea or intestinal upset
    - Fatigue
    - Sore throat
    - Headache
    - Muscle pain
    - Recent loss of taste or smell
  - You came in contact with anyone else with COVID-19 symptoms in the last 14 days;
  - You are waiting for the results of a COVID-19 test; or
  - You tested positive for COVID-19 and are still suffering from COVID- 19.
- Modification of Rule 5. Face coverings must be worn at all times, except that you may remove your face covering if you are working alone at your desk and are physically distanced (six feet apart) from other people. If you leave your desk, you must wear a face covering.

- Clarification of Rule 6. Minimize use of common areas and shared items, such as office supplies, copier, printer, staplers, etc.
- Modification of Rule 8. To reduce the burden of cleaning multiple restrooms, staff are asked to only use the family/single bathroom next to the parlor or the one in the main office. The user is responsible for cleaning the bathroom after each use. Cleaning instructions are posted and cleaning products are provided.
- Practice proper hand washing. You should wash your hands frequently throughout the day and after touching common areas or shared items.
- All staff members are being issued personal copies of the Staff Attendance Record, and are asked to comply with the instructions provided there. See the abbreviated version below.

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**Staff Attendance Record**

All staff are reminded to review the Health Acknowledgement Posters displayed at each entrance. You should only come to the church if you acknowledge that all 4 of the statements are true for you. Each staff member should use this form to maintain their own record of the dates and times they are in the church.

<b>Staff Member's Name:</b>					
<b>DATE</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>DATE</b>	<b>TIME IN</b>	<b>TIME OUT</b>
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM
	AM/PM	AM/PM		AM/PM	AM/PM

## **Requirements for Church Members, Visitors and Vendors**

Staff members are asked to help enforce the following requirements whenever they observe visitors. All church members, visitors, vendors or others entering the building must also adhere to all the General Rules above, especially the Health Acknowledgement procedure. Health Acknowledgement posters are displayed at all entrances and at the main office. Everyone entering shall read the posters, and follow the instructions on the Member and Visitor Record. See the abbreviated version below.

<b>STERLING UNITED METHODIST CHURCH - HEALTHY CHURCH TEAM</b>				
<b>Member &amp; Visitor Record</b>				
<p>Welcome to SUMC! All Members and Visitors entering must wear a face covering. All are asked to review the Health Acknowledgement Posters displayed at each entrance. You should only come into the church if you acknowledge that all 4 of the statements are true for you. Please use an ink pen from the "CLEAN" cup and when finished, place it in the "USED" cup. Enter your name, the date and time you are here and time you left. Non-members shall enter their phone numbers. This will help keep our staff and visitors healthy and support contact tracing if needed.</p>				
NAME	PHONE NUMBER	DATE	TIME IN	TIME OUT
			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM

## **Staff and Visitor Cleaning Requirements**

- Although janitorial services are provided, staff and visitors are asked to assist with keeping high touch areas safe. It is recommended that high touch areas, including those in bathrooms, be cleaned after every use. High touch areas are those areas in common spaces that are touched by multiple persons' hands. These include, but are not limited to, the following:
  - In bathrooms: Door/door handle; toilet handle; counter; and faucet handle
  - Copiers
  - Shared printers
  - Mailboxes
  - Other shared office equipment (e.g., shared staplers, etc.)
  
- Areas that are not high touch must be cleaned once per day.
  
- Use only cleaners provided by the church.
  
- Use cleaners in accordance with label direction in order to ensure effectiveness.