

**Resources: State of Washington
Phased Reopening Guide- Safe
Start; Religious and
Faith-based Organization COVID-
19 Requirements**

ESUC Phased Opening Plan

December 2020

Phase I - Staff only onsite	Phase II - limited capacity allowed with restrictions	Phase III - 25% capacity allowed with restrictions	Phase IV - Return to normal operations
Buildings Closed - No in person gathering	Outdoor group gathering - Up to 5 following social distancing guidelines and using cloth face coverings, Drive-thru events are allowed with vehicle occupants remaining masked. Outdoor campus use with more than 5 persons is permitted, assuming stations with appropriate social distancing.	Outdoor group gathering - Up to 10 following social distancing guidelines and using cloth face coverings, Drive-thru events are allowed with vehicle occupants remaining masked. Outdoor campus use with more than 10 persons is permitted, assuming stations with appropriate social distancing.	
Services online only	Online services only. Staff celebrants and tech support permitted in Sanctuary up to 5 following social distancing guidelines and using cloth face coverings.	Indoor services allowed at 25% capacity per space with advanced reservations, but online attendance encouraged.	
Staff allowed onsite but encouraged to telework as duties allow. For use of campus outside of Admin building, coordination with Facilities Manager required to ensure appropriate cleaning/sanitizing.	No use of classrooms allowed by groups. Staff permitted to have in person meetings with no more than 5 persons following mask wearing and social distancing guidelines and coordination with facilities staff for appropriate cleaning/sanitizing.	Use of classrooms allowed at 25% capacity following mask wearing and social distancing guidelines. Coordination with Facilities Manager required to ensure appropriate cleaning/sanitizing.	

Phase I - Staff only onsite	Phase II - limited capacity allowed with restrictions	Phase III - 25% capacity allowed with restrictions	Phase IV - Return to normal operations
Elevator use - one person limit.	Vulnerable population strongly encouraged to stay home and attend meetings and services online.	Vulnerable population strongly encouraged to stay home and attend meetings and services online.	
	Staff allowed onsite but encouraged to telework as duties allow. For use of campus outside of Admin building, coordination with Facilities Manager required to ensure appropriate cleaning/sanitizing.	Staff allowed onsite but encouraged to telework as duties allow. For use of campus outside of Admin building, coordination with Facilities Manager required to ensure appropriate cleaning/sanitizing.	
	No choir. Singing is allowed on campus up to 5 but masks must not be removed. Soloist and keyboardist permitted. Equipment use coordinated with Facilities Manager to ensure appropriate cleaning/sanitizing.	No choir. Singing is allowed on campus up to 5 but masks must not be removed. Soloist and keyboardist permitted. Equipment use coordinated with Facilities Manager to ensure appropriate cleaning/sanitizing.	
	Elevator use - two person limit, socially-distanced and wearing masks. North Room/Kitchen closed Balcony closed	Elevator use - two person limit, socially-distanced and wearing masks. North Room/Kitchen closed Balcony closed	

Phase I Requirements for onsite staff	Phase II Requirements	Phase III Requirements	Phase IV - Return to normal operations
Masks Required at all times with the exception of person working in private office or space.	Social Distancing Mandatory at 6 ft on all sides per household unit	Social Distancing Mandatory at 6 ft on all sides per household unit	
Proper Ventilation Required - In warmer weather windows and doors stay open. In cooler weather, HVAC filters may be upgraded to MERV 13 filters with UV air filtration.	Must wear face masks or face shields at all times unless deaf or hard of hearing. Exception is children under 5 years.	Must wear face masks or face shields at all times unless deaf or hard of hearing. Exception is children under 5 years.	
Work areas cleaned and sanitized after use	In meetings, facilitator records attendance and submits to Facilities Manager for tracability.	In meetings, facilitator records attendance and submits to Facilities Manager for tracability.	
Appropriate cleaning/sanitizing products must be used by facilities staff	Temperature checks are done upon arrival followed by reservaton check	Temperature checks are done upon arrival followed by reservaton check	
	Restroom limited to no more than two occupants at a time.	Restroom will have one-way entry and exit in Sanctuary. Other buildings' restrooms limited to no more than two occupants at a time.	
	All rooms to be cleaned and disinfected after use with emphasis on hard/frequently-used surfaces .	All rooms to be cleaned and disinfected after use with emphasis on hard/frequently-used surfaces .	
	No communal food/beverages permitted on campus. Individual food/beverages permitted outside with appropriate social distancing. Staff permitted food/beverages in individual offices.	No communal food/beverages permitted on campus. Individual food/beverages permitted outside with appropriate social distancing. Staff permitted food/beverages in individual offices.	

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Waivers signed by all visitors to the campus who will be exiting their vehicles	Waivers signed by all visitors to the campus who will be exiting their vehicles	Waivers signed by all visitors to the campus who will be exiting their vehicles	
	No social time inside buildings	No social time inside buildings	
	Masks and hand sanitizer will be available in convenient locations throughout campus	Masks and hand sanitizer will be available in convenient locations throughout	