

Protocols and Guidelines for Diocesan Office Phase 2

These guidelines are being put in place for us to act in love and not in fear. The goal is to do our best to respect each other; bearing with one another and remembering that we are all in this together. These guidelines are not intended to be a cure but an opportunity to act in love with each other.

We are blessed to have the space and the beautiful surroundings at the Diocesan office to help during these times.

Facilities

1. Cleaning and disinfecting any regularly touched surfaces frequently during ‘business hours’ and at the end or beginning of the day (ex. doorknobs, tables, chairs, and restroom facilities).
 - a. Linda and Nino will wipe down frequently touched surfaces at 8am, Monday through Friday.
 - b. Throughout the day, if someone is touching a common area, it is his/her responsibility to wipe it prior to touching and afterwards. Exception is in our own offices and spaces where we are the only ones touching our desk, computer, phone, etc.
 - c. Common areas such as the copiers, tables, breakrooms will have a bottle of hand sanitizer nearby so the user can immediately sanitize their hands prior to and after use.
2. Meeting spaces will be cleaned and disinfected after offices and common areas (around 10am).
 - a. If you have a meeting scheduled in one of the meeting spaces (Chapel House, Conference Room, Small Conference Room) the meeting organizer is responsible for wiping down and disinfecting the area after use.
 - b. Office tables, chairs can be sprayed with disinfecting spray after each meeting by the person whose office is used.
3. Employees are to use elbows to push open doors, use paper towels in restrooms to turn on/off lights, water, handles and other items. Or, spray disinfecting spray on surfaces touched.
4. Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectants will be readily available for use. If you run low or would like some in an area where there currently isn’t a supply let Nino know by email.
5. This document will be posted as signage for the guidelines.
6. Breakroom can socially distance 6 people at a time. If you are using the breakroom, please schedule the time on the Out of Office Calendar so everyone is aware when 6 people will be using the breakroom for eating or heating up your lunch.
7. Bring your own water, coffee, drinks if you are uncomfortable using the communal drink locations.
8. Keep your office door closed if you feel more comfortable. Put up a sign requesting “no entry” or friendly reminders, if desired.

Employees, Volunteers, Visitors

1. No handshaking or embracing.
2. Must be accountable to “stay home” if any of the following signs exist:
Cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, known close contact with a person who is lab-confirmed to have COVID-19.

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3. Accountable to “not” return to work until the following criteria has been met:

For an employee or volunteer diagnosed with COVID-19:

Individual may return to work when all three of the following criteria are met: at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); respiratory symptoms improve (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared

For an employee or volunteer who has symptoms that could be COVID-19, but does not get evaluated by a medical professional or tested for COVID-19:

Individual may return to work when all three of the following criteria are met: at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medicines); respiratory symptoms improve (e.g., cough, shortness of breath); and at least 7 days have passed since symptoms first appeared

For an employee or volunteer who has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period:

Individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.

For an employee or volunteer with known close contact to a person who is lab-confirmed to have COVID-19:

Individual may return to work after 14-days of self-quarantine period, from the last date of exposure.

4. Wash or sanitize hands upon entering the building. Sanitizer will be placed at all entrances.
5. Must maintain at least 6 feet of separation from other individuals.
6. Wear cloth face coverings or non-medical grade face masks over nose and mouth when in meetings.
7. Keep the number of visitors to a minimum.
8. Morning Prayer will be in the Mission Room of Chapel House on Tuesdays at 9am, with chairs spaced 6-ft apart.
9. Forward of phones will be done at 12noon to the person covering phone duty for Magdalena’s lunch. No one will be sitting at Magdalena’s desk. Please ensure you answer your phone when scheduled for Phone Duty. If you are not comfortable forwarding the call to another individual, please ensure you take a message and send it to the person. Magdalena will un-forward her phone when her lunch is over.
10. If your department would like to do a flex schedule for the first two weeks after the office opens, please make sure the office open hours are covered from Monday – Thursday 9am - 5pm; Friday 9am – 2pm within your department and in communication about how our churches can reach you for assistance by documenting it on the Out of Office calendar.