PSEC Office Use Guidelines
June 22, 2021

In order to prepare for a smooth transition back into the Conference Office building for Conference staff, members, and guests, these guidelines have been established to safeguard the health and wellbeing of everyone who enters our Pottstown office. Please help our Conference Staff maintain the safety of our shared space, while COVID-19 remains a public safety threat, by faithfully observing and complying with the following:

- We will maintain a 'safety-first policy' and use the most current information available from all levels of government regarding COVID-19 to inform this initial reentry plan and all changes to it.

- We will use the CDC's workplace recommendations with our new hybrid model of home office/Conference office schedules developed as a result of planning between staff members. When the office is re-opened, meetings at the Conference Office can be scheduled with the Conference Executive Assistant, Susan Creswell.

- Anyone feeling any of the following symptoms (or having been around someone with these symptoms) should not enter the Conference Office: fever or chills, persistent/heavy cough, shortness of breath or difficulty breathing, unusual fatigue, unexplained muscle or body aches, persistent headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea.

- Staff, Conference members and guests in the Conference Building must comply with the building safety protocols which mandate wearing of masks for those not vaccinated, social distancing awareness, and frequent hand hygiene. Staff members will assist visitors in following these safety protocols and any new protocols that may be required.

- Cleaning of occupied spaces will happen regularly by wiping down work areas with disinfected wipes. The conference office will be thoroughly cleaned once a week by a professional cleaning company.

- We will continue to keep a record of all building entry/exits with contact details (name and phone number) to facilitate contact tracing in case of a COVID-19 transmission or a suspected infection.

- Any exposure, or potential exposure, to COVID-19 should be reported immediately to the Conference Minister (the Conference Minister will report exposure, or potential exposure, to the entire staff and the Conference Moderator).

- To allow for social distancing, maximum occupancy of the Conference Room is 16; for the total office space is 24. Conference meetings that require attendance that exceeds these numbers will need to be schedule for a larger space or, held via online video conferencing (i.e., Zoom).

Vaccine Considerations:

Receipt of the vaccine is not a condition for entrance to the building, but it is strongly encouraged. Masks ARE required if you are not vaccinated. Vaccines were a requirement for all staff members before regular in-person staff meetings occurred and approval for travel beyond the Conference for wider church business.