

St. John's Baptist Church

COVID-19 Facilities Procedures

Effective June 1, 2020

In order to keep our staff, children, and congregation safe and prevent the spread of COVID-19, St. John's is implementing the following facilities procedures. These procedures are subject to change based on guidelines from public health organizations.

Everyone – Staff, Guests, Vendors, Contractors:

- You **MUST NOT** enter the building if you are sick, or under the following circumstances:
 - if you have a fever of 100.4 or above
 - if you have other symptoms of COVID-19 or have had them within the last 14 days, including, but not limited to: fever, cough, shortness of breath, sore throat, vomiting, diarrhea, recent loss of sense of smell or taste
 - if you may have been potentially exposed to COVID-19
 - if you have had close contact with a family member/roommate/house mate/partner with COVID-19.
- Cloth face coverings **ARE REQUIRED** when entering and exiting the building and when moving around hallways or between rooms. Cloth face coverings may be removed in individual offices or classrooms, as long as there is no contact with others.
- **Everyone MUST** sanitize hands at wall dispenser when entering and exiting building.
- **Everyone MUST** wash or sanitize hands before entrance to classroom or office, when transitioning between rooms, after using the restroom and at frequent intervals.
- Physical distance of at least 6 feet **MUST** be maintained between staff and/or guests at all times.
- **Only** Weekday School staff and custodial staff may use the Weekday School hallway. All other staff and guests **are not permitted** on that hallway unless there is an emergency that needs their attention.
- **No meetings or gatherings** of outside groups may be held in the building until at least **July 1**.

Employees (including all items listed above):

- Employees **MUST** notify their supervisor or Church Administrator of intention to enter church premises. Supervisor will coordinate with Church Administrator, in an effort to limit number of people on site at any given time. Please submit a working schedule (if available) to ensure limited parties or personnel on site.
- If you are sick or have been exposed to COVID-19, please contact your supervisor for additional instructions. You should also contact your healthcare provider immediately.
- Weekday School employees **WILL USE ONLY** the Broach Hall entrance; all other staff **WILL USE** the Main Entrance or Chapel Entrance to access building.
- Weekday School staff will have access only to their designated classroom or assigned work area, except for director or designated floater. Other staff should limit their movement in the building and complete work in their own office/area.
- Employees **WILL NOT** share any personal items or objects used near the face.
- The conference room and other gathering areas **ARE CLOSED** for group gatherings or meetings. Access to the conference room is permitted to wash hands and for access to refrigerator and microwave for food storage/heating.
- All food/meals **MUST** be eaten in designated classroom or individual office.
- No more than 10 employees are allowed on Weekday School hallway (*without children or when school is not in session*). No gatherings of 10 or more employees are allowed in one room/area.
- Employees **MUST** clean/disinfect the high-touch areas of their classroom or office as they exit building for the day.
- Custodial staff will clean high-touch areas of entrances (Main Entrance and Broach Hall) at the beginning and end of each shift and at least every two hours during workday. Building Superintendent will coordinate cleaning/sanitizing of other common areas on a frequent basis.
- Carpooling to any church event or use of the church vehicle by more than one individual at a time is currently **prohibited**, and any employee utilizing a church vehicle **MUST** clean/disinfect the high touch areas of the vehicle after use.