

Woods Memorial Presbyterian Church  
COVID-19 Safety Guidelines for Paid and Volunteer Staff and Office Visitors

The safety of the paid and volunteer staff and visitors is a priority for Woods Memorial Church when it is time to resume face-to-face gatherings. Accordingly, the church has developed specific guidelines for staff and visitors returning. These guidelines and requirements are consistent with county, state, federal, and expert guidance. These guidelines are subject to change based on Coronavirus disease 2019 (Covid-19) conditions, the needs of the church or appropriate advice.

#### PRIOR TO RETURNING

All staff are required to follow the safety measures outlined in the guidelines below and must provide their acknowledgement that they have read, understand, and agree to follow these guidelines.

Each staff member should examine her/his personal risk for severe illness due to Covid-19. It is important to note that any age group and individuals without high risk factors can suffer from severe Covid-19 illness.

Staff with known risk for severe COVID-19 illness should work from home whenever feasible.

#### INFECTION PREVENTION MEASURES IN THE OFFICE

Staff and visitors responsibilities:

- Staff and visitors should screen for illness before entering the church using established symptom criteria.
- Staff and visitors will practice physical distancing, staying six feet or more apart.
- Staff and visitors will wear masks as follows:
  - Wear masks from the car into the building, in common hallways, and in meeting rooms when others are present, even when social distancing. Masks may be removed for the time needed to eat or drink if at least six feet apart.
  - Masks are not needed in an office when alone, if the staff member or volunteer is six feet or more from the door, or when the office door is closed.
- Meetings will occur in conference rooms or open spaces allowing a physical distance of at least six feet of distance apart, including adequate aisle space.
- Workstations and equipment:
  - Staff will not share phones, desks, equipment, when possible.

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Staff will clean hard surfaces including office equipment and furniture, in their offices or work stations before and after each work each day and anytime others touch these surfaces.

- Staff and visitors will wash hands for 20 seconds with soap and water or cleanse with 60% alcohol-based hand sanitizer, if handwashing is not feasible, when:
  - Arriving or after leaving the building.
  - Before and after working with computer keyboards and other equipment.
  - Before eating and drinking.
  - Before and after using the rest room.
- Staff members and visitors should avoid touching the eyes, nose and mouth with uncleansed hands. Coach one another to avoid touching the face since this is a largely unconscious behavior.
- When coughing or sneezing, staff and visitors should cover mouth and nose with a tissue or inside elbow, immediately throw tissue in trash, and wash hands.
- Dining arrangements and sharing of food:
  - Eat alone or in physically distanced settings six or more feet apart.
  - Eat only individually wrapped items (no shared dishes) that are self-prepared or commercially prepared.

Woods Memorial Church responsibilities:

- Develop an initial staggered work week for staff members.
- Provide enhanced cleaning and disinfecting in offices, common areas, and restrooms.
- Keep office and building entry doors open when feasible.
- Place tissues, waste receptacles, and hand sanitizer products/stations in common areas and offices.
- Post Covid-19 symptom reminder signs at building and office entrances.
- Develop a job-aid with infection prevention reminders.

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I acknowledge that I have read, understand, and agree to follow these guidelines

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

June 17, 2020