

COVID-19
CMLC BUILDING PROTOCOL - PHASE 1

Responsibilities of Staff and Volunteers

- Ensure social distancing – Institute measures to physically separate or create distance of at least six feet between people to the extent possible.
- Use protective equipment - All staff and volunteers should model the wearing of fabric face masks while in the building and encourage all guests to do the same. Certain tasks may require the use of single-use gloves.
- Clean/sanitize/disinfect – Wash and sanitize hands, and wipe down frequently touched surfaces with EPA-approved disinfectant.

For a full list of EPA-approved disinfection techniques and tools, follow this link:
<https://www.epa.gov/coronavirus/disinfectant-use-and-coronavirus-covid-19>

- Monitor employee/volunteer health – Ensure all employees and volunteers are in good health and displaying no symptoms when they are working.
- Utilize announcements and signage to remind customers of social distancing and safety protocols.
- Limit the number of individuals in any particular location to 25 (twenty-five) percent or less of the entity's authorized fire or building code occupancy in facilities with square footage of less than ten thousand square feet (10,000 ft²); or ten (10) percent or less of the entity's authorized fire or building code occupancy in facilities with square footage of ten thousand square feet (10,000 ft²) or more. A counting system must be in place to monitor capacity by counting attendees entering and exiting to ensure this standard is met.
 - Worship at Christ Memorial = 100
- Maintain accurate records of attendees to assist public health officials with contact tracing, if necessary. Ensure the name and phone number of each party is recorded.
- Verbally address anyone not complying with regulations. Provide appropriate language for volunteers and staff to utilize.
- Recommend that volunteer coordinators have the same team members working the same shifts whenever possible. This allows for containment and contact tracing in case of contamination or an employee testing positive.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.

FACILITY PROTOCOLS

Entry

- Strategically post signs promoting social distancing at entrances/exits.
- Designate doors for ingress and egress to help limit the number of people gathered at exterior doorways.
- Prop open frequently used interior doors to avoid /minimize contact. All door handles and high-touch areas should be disinfected by wiping down with a disinfecting wipe or certified EPA cleaner.
- Set up sanitizing stations at all entrances/exits.
- Interior and exterior signs should state that it is recommended that all guests should wear face coverings while in the building.

Commons/Fireside/Family Room

- Mandatory social distancing within the Commons with signs posted with the requirements.
- Remove or relocate chairs to maintain 6-foot distance in Commons.
- Establish cleaning protocol with instructions for volunteers. Designate a person to manage.
- No refreshments offered on Sunday mornings. Guests should refrain from bringing outside food into the facility. Outside beverages with lids or caps are allowed.
- Drinking fountains will be closed off for use during this phase.
- Set up hand sanitizing stations in several locations and have disinfectant wipes readily available.
- Fireside Cafe, Family Room and Youth Room will remain closed.

Worship Center/Gym

- Prop all doors to entrances and leave them open for ease of entry/exit during services.
- Strategically post signs outlining social distancing procedures.
- Offer hand sanitizing stations at entrances and have disinfectant wipes readily available.
- Adjust seating to accommodate 6 feet of separation between worshipers.

- Offer contactless offering drop box stations.
- No name tag station. For name tags to continue, members should take theirs home and bring it back each week.
- Review procedures developed by Elders for additional worship/communion guidelines.

Meeting Rooms (to include Adult & Children's Connections classes)

- Meeting rooms will not be available during this phase. No classes will be held and rooms will not be available for reservation, outside of staff use.

Restrooms

- Ensure restrooms are regularly stocked with supplies for handwashing, including soap and paper towels.
- Block off the middle sink or the second sink to maintain distancing requirements. Consider one in, one out policy, with social distancing marks on the floor for those waiting.
- After hand washing, dry hands off and turn off the faucet with a paper towel.
- Common touch surfaces, especially hand sinks, faucets, toilets, handles, counters, door knobs and light switches should be wiped down with disinfectant or EPA-approved sanitizer at least every hour.

ADDITIONAL OFFICE PROTOCOLS

Reception/Visitor Protocol

- Consider installing a transparent divider at the reception desk.
- Label the floor at the reception desk to indicate 6-foot distancing.
- Do not allow non-essential visitors during initial re-entry to maintain social distancing guidelines.
- Advise visitors of social distancing, and face covering policies for the building and your office through posted signage.

Workspace Sanitation, Hygiene, and Protective Equipment

- Face coverings should be worn by employees unless working alone in an enclosed space.
- Encourage employees to wash hands and sanitize their workspace throughout the day.

- Stock the office with hand sanitizer and disinfectant wipes, allowing adequate time for appropriate cleaning between uses of meeting rooms.
- Discourage sharing of equipment such as phones and keyboards.

Meeting Rooms

- Only staff will be allowed to use meeting rooms during this phase. Social distancing and other precautions should be maintained.
- Conference rooms should be stocked with disinfectant wipes with adequate time allotted for appropriate cleaning between uses.
- Reconfigure conference room tables and chairs to accommodate 6 feet of space between participants.

Kitchenette & Break Areas

- Establish protocol for kitchenette and break areas to ensure social distancing.
- Areas should be stocked with disinfectant wipes and signs promoting proper handwashing.
- Reconfigure tables and chairs to accommodate proper distancing.
- Discourage co-workers from congregating in communal areas.

Employee/Volunteer Self-Screening

- Employees and volunteers should wear masks while working. Masks will be provided for employees and volunteers who do not have one.
- Upon arriving at work, employees and volunteers should perform a self-screening to include 1) a temperature check 2) review of any potential symptoms such as a new or worsened cough, shortness of breath or trouble breathing, fever, chills, muscle aches, sore throat, new loss of taste or smell and 3) be able to certify that they have not had close contact with a person diagnosed with COVID-19 in the past 14 days.
- Employees and volunteers with a temperature of 100.4°F (38°C) or above, or who have or develop any symptoms of respiratory illness should stay home from work. Employees with these symptoms should contact their healthcare provider for additional guidance.
- If an employee has had close contact with a person diagnosed with COVID-19 in the past 14 days, they should report it to their supervisor immediately.