

## Valley Community Presbyterian Church Office Guidelines for Phase 1

*Based on Oregon Health Authority's workplace recommendations*

Approved May 28, 2020

Effective June 1, 2020

### **Workplace safety**

- Use your sense of safety and comfort when determining when to work in the church office during Phase 1. Communicate with the Head of Staff (Jeff) to make appropriate arrangements.
- If you are sick, **stay home!**
  - If you have a temperature over 100.3 degrees and/or symptoms please do not come into the building.
- **Physical distancing** of at least 6 feet is required in all public areas.
- Increase **physical space** between workers. This includes the following:
  - Office glass sliding door to remain shut at all times
  - Taped markings on the floor suggest appropriate distances for interaction in offices and public areas.
  - In smaller spaces use a “one in; one out” rule.
- **Hand washing and hand sanitizing.** Please ensure regular hand washing and use of hand sanitizer when hand washing is not available.
- **Face coverings** are currently required during Phase 1 for everyone in public areas when others are present.
  - Please provide your own. If disposable, take it home with you to dispose.
  - Exceptions include your office space and when you are alone.
- **Regular Disinfecting**
  - **Shared equipment** (copier, etc.): Disinfect shared equipment between uses.
    - Please only use the phone and computer at your desk so as not to share.
  - Regularly disinfect other **commonly touched surfaces** (workstations, keyboards, telephones, handrails, doorknobs, etc.), as well as high traffic areas and perform other environmental cleaning.

- When able or comfortable to do so, feel free to open windows for natural ventilation and airflow.
- In addition, daily disinfecting will be performed by our custodian, Alex.
- **Visitors.** Please have all visitors sign in and sign out with the log book as well as notify the front office staff on duty (typically Angie).
- **In-person meetings** (staff meeting, etc.). Ensure that there is appropriate physical distancing for any gatherings of groups.
  - Use larger rooms like the gym, Fireside room, or Armitage hall for meetings.
    - Remember to check with Angie for availability.
  - Conduct meetings virtually as much as possible. If hosting an in-person meeting, seek to provide virtual options for participants.