**Church Office Sacred Safety Checklist**

**Office Policies and Procedures**

* Wear fabric nonmedical face masks while in the OFFICE to reduce their risk of asymptomatic spread.
* Clean/Disinfect throughout the day personal surfaces that are frequently touched, such as cabinets, desks, countertops, eating and drinking areas, electronics, and doorknobs and touch areas.
* Advise vulnerable populations of individuals that “older than age 60 and those with compromised immune systems or compromised lung and heart function,” should continue to engage in physical distancing including “stay at home – work safe” protocols
* Encourage staff or members to protect their personal health while in the Church at all times.
* Check and test all handheld thermometers to test visitors for fever before entrance.
* Maintain and make accessible the **Schedule of Cleaning and Sanitation Log** in the office at all times: Buildings must be thoroughly cleaned regularly and between user groups, especially high-touch surfaces.
* Maintain copies of all signed **Season II Parishioner Waivers** on file advising all parishioners of their personal responsibility regarding COVID-19 pertaining to church participation in a confidential storage area in the Rector’s office.
* Maintain a visitor’s log (phone numbers and email addresses) for all who enter the building in the event that they may come in contact with someone with the virus and reporting is required. A **Contact Tracing Log** must be thoroughly managed, checked and accessible in the office at all times of the participants who attend church meetings, gatherings and Sunday Worship Service.
* A copy of the **COI-Emergency Plan for possible COVID-19 Exposure** must be in place in the office for quick reference. In the event that a case of exposure to COVID-19 is reported to the Rector and/or Sr. Warden, the office must be authorized to immediately issue an Emergency alert that will be emailed and posted to the Church’s designated webpage. The Parishioners will be advised that the church will return to Season I protocols. Participants within proximity to the individual who is exposed, will also have to be notified that the CDC recommends quarantine. Surfaces will have to be cleaned by an **outside contractor** when authorized.

**Emergency Plan: (Mitigation) For COVID 19**

* Team duty must wear masks/gloves
* Remove ill person immediately to designated area (Usher’s Room for members/guests and count room for office staff).
* Retake temperature and Document. ( put in the google forms for that parishioner(s)
* Actions as indicated by assessment.
* Advise to 14-day self quarantine and notify primary care physician.
* Follow-up wellness check on the ill individual(s) by the team.
* Close off area used by the sick person and clean/ disinfect the area.

Other: