

St Paul United Church of Christ, Lebanon, IL.
STAFF, EMPLOYEES, & CONTRACTOR DAILY PROTOCOLS
to deal with Coronavirus, Covid-19
Enacted by the Church Council, September 14, 2020

Five months into adjusting to 'life with Covid-19', the following would seem to be a 'best-practices' list for our Staff, Employees and any other Contractors who enter our church premises referred to as 'facilities'. Because of the changing nature of our understandings regarding Covid-19, this list cannot be exhaustive, but it is meant to be the foundation for establishing a safe workplace and worship environment in our facilities, for our global village, as well as establishing a standard of faith and responsible discipleship in the local community.

The Pastor and Office Manager of the Facilities shall have all authority and responsibility for managing and implementation of these approved protocols as representatives of the 'Employer'.

DAILY STAFF, EMPLOYEE AND CONTRACTOR PROTOCOLS

1. Each Staff person, Employee and Contractor must take their temperature every day they are present on the grounds or in the facilities of St. Paul UCC and keep a written account of it on a Daily Temperature Chart provided by the Employer.
2. Each Staff person, Employee or Contractor in our facilities is expected to wear a face mask any time they cannot maintain a safe physical distance of at least six (6) feet from others.
3. Janitorial staff is expected to wear a face mask and gloves when cleaning restroom facilities and/or applying sanitizing materials in the facility.
4. The Employer is expected to have sanitizing wipes available for each Staff and Employee to be able to wipe off surfaces, tools or equipment with which others have been working.
5. Each Staff and Employee is expected to maintain a clean, safe and sanitary workplace environment, taking care to wipe off all surfaces, tools or equipment at the beginning and ending of each day's work or, if others are to use surfaces, tools or equipment in your area, whenever there is a change of personnel.
6. If a person runs a fever of one hundred (100) degrees or more, notify the office, stay home and immediately contact your supervisor.
7. If the fever persists, if a headache occurs, if there is a loss of taste or smell, if there is a runny nose, sneezing, or aching, you must find a place to have a Covid-19 test.
8. Do not return to your workplace until you are certain the test is negative.
9. If the test is positive, you are not to return to the workplace until after such time that you have two (2) negative tests within a twenty-four (24) hour period.

10. No Staff or Employee will be penalized in their job or compensation for taking the appropriate measures of safety.
11. Conversely, if a member of the Staff or an Employee does not take seriously their responsibility to maintain their health and that of others around them, they will be subject to warning, discipline or immediate release.
12. Any Contractor who enters these facilities will be handed a copy of the Protocol to read and have the Protocol explained to them, along with the expectations. It is expected that the Contractor will sign one copy of the Protocol which will be kept in the St. Paul UCC Office, indicating they have read the document and will abide by it - and keep another copy for their records.
13. Staff and Employees will turn in their Daily Temperature Charts at the end of each month for archiving and Personnel Evaluation purposes.
14. Contractors will turn in their Daily Temperature Charts at the end of their job or at the end of each month, as is most appropriate for the circumstance.

EMPLOYER COVID-19 WORKPLACE PROTOCOLS

1. It is the goal and responsibility of the Facility to maintain a safe and healthy workplace environment.
2. To achieve these goals, the Facility is expected to provide:
 - a. A Daily Temperature Chart for each Staff person, Employee and Contractor to utilize;
 - b. Sanitary workplace conditions, which includes:
 - i. The requirement for everyone to wear a face mask while in the building, especially in those times when a safe six (6) foot distance of physical separation cannot be maintained;
 - ii. Sanitizing wipes for Staff and Employees to use in keeping their work stations and tools clean;
 - iii. Disinfectants to be used throughout the facilities for sanitization as necessary;
 - iv. Appropriate disposable masks and gloves as necessary;
 - v. Regularly serviced air movement systems for heating and cooling;
 - c. Appropriate training and evaluative opportunities for Staff and Employees to update their understandings on how to deal with Covid-19 in the facilities and in their work.
 - d. Clear and direct list of expectations as situations in the Region, State and National settings change as a result of Covid-19.
3. Keep a complete and accurate list of all people who enter the facilities, including Staff, Employees, Contractors, Members and Guests.

EMPLOYER COVID-19 PROTOCOLS IN THE EVENT OF A

STAFF, EMPLOYEE, CONTRACTOR, MEMBER OR GUEST 'COVID-19 POSITIVE' TEST

In the event a member of the Staff, Employee, Contractor, Member or Guest tests Covid-19 positive and has been in our facilities and/or around others of our Staff, Employees, Contractors, Members or Guests, the Protocol will be:

1. Everyone who was present at the time the Covid-19 individual was present will be notified of the occurrence and will be encouraged to seek out a Covid-19 test for themselves.
2. Those who were present and had first-hand contact with the affected individual will be encouraged to quarantine themselves at home for a period of not less than fourteen (14) days.
3. If it is a member of the Staff or an Employee, they are not to return to their position until they are Covid-19 clear, without fear of loss of position or compensation.
4. No Staff or Employee will return to their position after being found Covid-19 positive until such time that they complete two (2) Covid-19 tests within twenty-four (24) hours of each other, both of them resulting in negative outcomes.
5. The entire building will be shut down for such a time as is appropriate for our own Janitorial Staff or an outside firm to complete a deep cleaning of the facilities.
6. During the time of the deep cleaning, no Staff, Employees, Contractors, Members or Guests will be allowed to enter the facilities, other than those directly responsible for the deep cleaning.
7. As each step of the Protocol is completed, a Review of the Protocol will be conducted by the Church Council (Governing Body of St. Paul UCC) to ensure every precaution possible was taken, every response possible was put into place, and every support action taken was appropriate and timely.

Again, given the nature of the Coronavirus known as Covid-19, this list of Protocols cannot be regarded as exhaustive, but is intended to create the basis for faithful, appropriate and professional action in these days of uncertainty and caution. This list should be reviewed at least quarterly, and in the instance of any and all Covid-19 events, by the Church Council (Governing Body) and amended or updated as necessary for the ongoing health, safety and welfare of all involved in the mission and ministry of St. Paul United Church of Christ.

Please also note that there is a separate list of Member and Guest Protocols which is to be followed when the community of faith gathers, whether in worship or for mission and ministry.

Contractor (or Representative) Signature: _____

Date: _____

Attested by: (Facility Representative): _____