



## Policies and Procedures for Church Office Operations

**Updated: 8/26/2020**

**Approved: 9/8/2020**

The following policies and procedures have been created to guide the St. Mark's staff and leadership in operating the church with appropriate precautions during the COVID-19 pandemic. The goal of these policies is to minimize the introduction and spread of COVID-19 within the church.

Once approved, these procedures may be amended by the Executive Committee as conditions warrant and guidance from health officials evolve. Although churches are exempt from many of the State of North Carolina mandates, these procedures are intended to align with state orders and guidance to support a strong public health policy.

This document applies to the general operation of the church for daily business, community support, and small-group gatherings. The operation of the preschool and any in-person worship activities are covered under separate documents.

### Church Access Policies

- No visitors or employees are allowed in the building if they are showing any symptoms related to COVID-19: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, a new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea)
- No visitors or employees are allowed to enter the building if they have tested positive for COVID-19 and have not been cleared to return to work by their physician
- No visitors or employees should be allowed in the building if, within the past 14 days, they have been in prolonged, close contact (including living in the same household) with a person who is positive for COVID-19 or is a person under investigation.
- All employees and visitors are required to wear a mask which covers their nose and mouth upon entry to any church building. Employees and visitors are welcome to wear a suitable cloth mask of their own supply, or the church will provide a suitable mask. Masks are not required when in alone in private offices with doors closed or while performing service or music.
- People who are at higher-risk of illness (per the [CDC definition](#)) are encouraged to stay home and connect with the church via phone, email, or video conference.
- Anyone entering the building must pass an on-site temperature check using an infrared thermometer (either self-administered or administered by a staff member). They will only be allowed to enter if the reading is 99.6 or lower.
- For the protection of all our church family, anyone who refuses to follow these procedures or access policies will be kindly asked to leave the building.



## Cleaning & Sanitization Requirements

- The church will provide an adequate supply of EPA-approved cleaners, hand sanitizer, soap, wipes, and masks to support cleaning requirements.
- Employee workstations should be cleaned and sanitized at the beginning and end of each day
- All restrooms (or those that were used that day) must be thoroughly cleaned and sanitized at the end of each day.
- All common touch points (doorknobs, light switches, countertops, handles, phones, etc.) must be wiped down using sanitizer at the end of each day and several times during the day.

## Operational Procedures for Church Staff, Volunteers, and Visitors

- Any employee must notify Pastor if they are not able to work due to illness. Visitors and volunteers are also encouraged to contact Pastor if they fall ill after recently visiting the church.
- Staff members and volunteers are required to keep 6' of distance as much as possible and not engage in any social contact (handshakes, etc.).
- The use of masks is required anytime while inside church buildings, except when in private offices with doors closed or while performing service or music.
- Frequent hand washing and use of sanitizer is strongly recommended.
- Staff and volunteer groups are asked to hold virtual-only meetings whenever possible.
- Any in-person gathering must be kept under 10 people when held inside. Attendees are required to maintain 6ft distancing and must wear masks. People defined as higher risk for COVID-19 are strongly discouraged from attending in person.
- HVAC systems should be set to circulate air constantly in areas where people are working or gathering and should intake as much outside air as possible. When practical, windows should be opened.
- HVAC systems should utilize filtration elements rated at MERV-13 or higher
- Singing and loud speaking present high risks for those participating in church activities, and such activities are discouraged. When singing or speaking, performers must always remain at least 6 ft apart and should not sing or speak toward another person.
- Any equipment that is shared by staff or volunteers, including microphones and music equipment, must be cleaned and sanitized after each use.
- Water fountains will be taped off and marked as out of order

## Incident Response & Communication

- The church will appoint an Incident Response Coordinator. This coordinator will be responsible for assuring that the incident response protocols are followed, and all required communication is carried out.
- Anyone showing symptoms of COVID-19 must be not allowed to enter any building. If a person falls ill within the building, he/she will be safely and immediately escorted out of the building and referred to medical care. The incident response coordinator should be informed of the situation.
- Any areas where a sick individual was working will immediately be vacated until a professional deep cleaning can be performed. If a professional cleaning is not possible, these [CDC recommendations](#) must be followed.
- The incident coordinator will follow up with the employee/volunteer to determine if they are positive for COVID-19.
- Any person having contact with this symptomatic individual in the 48 hours prior to them falling ill should be contacted while maintaining the privacy of the sick individual (do not reveal names). Those people will be asked to self-isolate and not come to the church until the sick individual's status is confirmed.
- If a person notifies the church of a positive test result after being in the church, any person having contact with that individual must be contacted and asked to self-isolate and not enter the building for 14 days. The incident response coordinator must also contact the county health department to advise them of the situation
- **The name(s) of any individual(s) with positive results will not be released by any representative of our church staff unless and only if the Health Department requires such action be taken.**

## Required Reading for Employees and Church Leaders

- [CDC – How to protect yourself and others](#)
- [CDC – COVID-19 Symptoms](#)
- [CDC - What to do if you are sick](#)
- [CDC – Reopening Guidance for Cleaning & Disinfecting](#)