

St. John's Weekly Guidelines for COVID19 Response Week of August 3, 2020

In keeping with the regulations and restrictions of federal, state and local governments as well as the guidelines of the Centers for Disease Control and local health agencies, St. John's Lutheran Church and School release the following guidelines for the week of **August 3, 2020 only.**

As of August 3, 2020 offices at St. John's **ARE OPEN** with **restrictions and coordination.**

And if at any time you are uncomfortable with what is being asked of you as it relates to Covid-19, please let HR know.

When on campus, please observe the following procedures:

Personal Safety

- Sign In Sheets – Now, more than ever it's important to use the sign in and cleaning sheets.
 - **Please use this for EVERY building on campus you enter and EVERY time.**
- Please do not come to campus if you feel under the weather at all – trust us, it's not worth it.

Exposure

- If you have come into contact with anyone showing Covid19-like symptoms or who has tested positive for Covid-19, do not come to campus for any reason. IF YOU HAVE BEEN ON CAMPUS and discover that during that time you have or might have come into contact with someone who has tested positive for COVID-19, please notify HR as soon as possible.
- Please remember these steps when on campus:
 - *****FACE COVERINGS ARE NOW REQUIRED in public and in high risk situations. Unless you are eating or working in a workspace alone with the door closed, you must wear a mask.*****
 - Wash Your HANDS!
 - **Social Distance when near others (minimum of 6ft)**
 - Disinfect (not just clean) any space after every use
 - Meetings of 2-3 individuals in office spaces should take place in spaces where social distancing can be accommodated.

Campus Safety & Cleanliness

- Employees **MUST** clean the space they used with wipes from the "Disinfectant Bucket" provided. **Continue to note all of your movement and cleaning on the schedules outside each space – this is very important.**
- Please clean high touch areas after every use: copiers, bathrooms, door handles, etc should receive special cleaning attention.

- Copiers, bathrooms and other common spaces like counters and coffeemakers, microwaves, etc must be cleaned AFTER EVERY USE!!!!
- If you use a room or space on campus for a meeting, alternate work area, etc. you must clean/disinfect that space using the bucket and wipes before you leave.

Facilities

- The Event Registration And Facilities Reservation process has been updated for Covid restrictions – these are to be used for all events or space usage except daily school classroom activity.
 - Please note room capacities, availability and usage of those spaces may have changed since you last used them.
- If you notice that necessary supplies (buckets, hand sanitizer, soap, paper towels etc.) in your work area or in a common-use area are running low or missing, please notify Sue Vogt.

Non-Staff, Groups and Meetings on Campus

- Zoom meetings are still encouraged larger groups
- For Staff – For meetings of 4 or more individuals, please meet in larger spaces or outside and with appropriate social distancing.
- For volunteers, guests, other non-staff visitors – Groups are allowed to meet on campus, outdoors, with special permission from the office of Strategic Services. All event protocols must be submitted prior to the gathering.

Training

- **FOR ALL ST. JOHN'S STAFF:** If you have not yet taken the Covid-19 training, please contact Shannon Beshara on how to do so. It doesn't take long and is mandatory for everyone to do.