

FPC Daily Operations for Employees

- Each employee/member/visitor should take their temperature daily prior to coming to the church office. Monitor the readings.
- If temperature is less than 100.4 degrees Fahrenheit, employee/volunteer may go to the church office.
- An employee/member/visitor who experiences fever and/or symptoms while at home should not report to work
- An employee/member/visitor who has a fever at or above 100.4 degrees Fahrenheit or is experiencing symptoms should immediately go home and monitor his or her symptoms. If an emergency should occur while an employee or guest is at the church office, follow American Heart Association guidelines.
- You can return work/church after 2 days of fever-free and we recommend that you be tested for Covid-19.
- A protective mask covering the mouth and nose should be worn when the employee is not at their desk, with the exception of the facility staff when they are not in contact with others.
- Hand sanitizer, tissues and no-touch disposal receptacles will be provided.
- Frequent hand washing with soap and water and/or hand sanitizing when tasks are completed is encouraged
- The church space will be organized so employees/members/visitors can social distance 6 feet from others.
- Physical space between employees/members/visitors will be increased (spaced entry to the church facility, partitions).
- Employees should not use the first-floor administrative wing bathrooms. They will be designated for members/visitors and Day School employees.
- When ready to exit the building, sanitize hands, and do not touch the door with hands. Use elbows, if possible.
- All other previously established infection control practices are to be maintained during work, lunch and break periods.
- Any necessary meetings should have capacity limits of 10 people per the CDC. Those who are at a higher risk for infection are discouraged from attending in person.
- Tight space such as workroom, kitchenettes, bathrooms and elevators should all be limited to one person at a time, if possible. Sanitizer will be provided for any shared equipment or common areas. **The Day School will have access to the workroom from 9:15 – 10:30am and 2:00 – 3:00pm each day. Please refrain from going into the workroom during those hours. One of the bathrooms in the administrative wing has been designated for Day School employee use only.**
- Employees/member/visitors are discouraged from using other's phones, desks, offices or other work tools and equipment, if possible. If used, they must be cleaned and disinfected before and after use.
- Frequently touched surfaces: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. should be cleaned and disinfected on a daily basis.
- Natural workplace ventilation (such as open windows and internal doors to allow airflow) will be encouraged.