

## Protocol for Members/Visitors During the Week

- **Cleaning/Sanitation:** Our facility will be cleaned, disinfected and sanitized before and after work hours. Frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, phones, keyboards, toilets, faucets, sinks, etc. will be cleaned and disinfected throughout the day.
- **High Risk:** If you are at a higher risk to get Covid-19, please refrain from visiting the church office at this time. Please contact us by phone or email. (High Risk: at risk age, live in a nursing home or long-term care facility or have an underlying health condition)
- **Entrance/Exit** through the Administration wing door. When exiting the building, sanitize hands and use your elbows to push the door open.
- **Promoting Social Distancing:**
  - Maintain a safe distance (6 feet) from all others; watch for signs and clearly marked areas
  - Tight places such as the workroom, kitchenette, restrooms and elevators should be treated as one in, one out when possible.
  - Sanitizer and disinfectant will be provided to clean shared equipment and common areas.
- **Promoting Healthy Hygiene:**
  - **Temperature:** Take your temperature before coming to church; if you have a fever (100.4 degrees Fahrenheit or more), please stay home and contact us by phone or email.
  - **Masks:** FPC clergy and staff and volunteers will be wearing masks when not at their desks; masks will be provided if you don't have one
  - **Hand Sanitizer:** Hand sanitizer, tissues and no-touch disposal receptacles will be available.
  - **Handwashing:** Frequent handwashing is encouraged to stop the spread of germs.
- **Restrooms** for members and visitors will be identified in the administrative wing.
- **Access to the church office for church leaders:** The Day School will have access to the workroom from 9:15 – 10:30 and 2:00 – 3:00 each day. Please refrain from going into the workroom during those hours or when others are in there.
- **Meetings held in the church facility** must observe the capacity limit set by the CDC and State as well as the physical distancing guidelines. People at higher risk shall continue to meet via Zoom.
- **Employees/members/visitors** are discouraged from using each other's phones, desks, offices, equipment. If used, please clean and disinfect after each use.