



St. Luke's UMC Phased Reopening Policies & Procedures

	SAFER AT HOME PHASE beginning June 1
WORSHIP	Live-Stream Worship
CHURCH OFFICE	Closed
STAFF	Working Remotely. Allowed to work in building. Masks required unless staff are alone in personal office space. Physical Distancing required.
CHURCH BUILDING	Closed , except to staff supervised events after receiving an exemption and following church guidelines. Masks and Physical distancing as required by state/county guidelines.
TEAMS, SLV & GROUPS	Virtual gatherings; exemptions possible for specific staff supervised events following church guidelines for use and sanitizing.
HIGH-RISK POPULATIONS	Stay home, stay healthy



St. Luke's UMC Building Use Guidelines & Policies

June 1, 2020

Building Use Guidelines

- Building closed except for staff supervised events that have received exemptions
 - Exemption policy – staff member submits an exemption request to Ken Fong and Rev. Michele Kaminsky (after July 1); staff member has responsibility for assuring that all building use guidelines and cleaning procedures are followed.
- No outside group meetings allowed in the building during this phase
- Masks required in the building for all persons age 3 and older.
- Physical distancing required in accordance with state and county guidelines.
- Groups are limited to: 10 persons per room with required physical distancing; 25 persons for group for outside event.
- Be aware of entrances and exits and arrange for one-way passages at doors and stairways if needed.
- HVAC will be turned off while groups are using the building to decrease the air flow from one room to another.
- Note: Little School procedures are based on state requirements.
- Note: The cleaning service will continue their Wednesday and Saturday schedule.

Cleaning/Sanitizing Procedures

- Bathroom use must follow physical distancing requirements.
- At the conclusion of meeting/event: (responsibility of the staff member)
 - Clean surfaces with provided wipes/spray/cloth etc.
 - Spray door handles on both sides of door
 - Spray chairs
 - Exterior door handles (inside and out) sanitized
 - Bathrooms cleaned and sanitized
 - Empty trash
 - Vacuum carpets and sweep floors in areas used
- Church office doors, counter, and tables cleaned and sanitized after use by staff.
- Sanitize, using disinfectant wipes, any AV equipment used.

Response Plan in Case of Potential or Actual Transmission:

- Tracking of participants, with contact info, required for all events/programs.
- In case of a transmission:
 - The responsible staff person will immediately contact all participants.
 - Any staff with risk of exposure will self-quarantine for 14 days.
 - St. Luke's will encourage all participants to quarantine for 14 days.
 - Exposed staff and participants will not be allowed in the building for 14 days.
- Deep cleaning and sanitizing of the church building including:
 - sanitizing all surfaces, bathrooms, doors, chairs, etc.
 - replace all HVAC filters