



**ST. COLUMBA'S**  
**EPISCOPAL CHURCH**

***St Columba's Episcopal Church***  
**Re-entry Guidelines**  
**July 1, 2020**

***Purpose: The purpose of this document is to give guidance on how to navigate the return to the facility as quarantine restrictions begin to relax:***

These guidelines are designed to ensure safety when we return to a schedule of regular meetings and gatherings. Some details will be adjusted according to volume and frequency of occupancy; e.g., on a given day, if only six people meet for ninety minutes, we will not have a cleaning crew on site from 7 am-3 pm.

**Cleaning requirements prior to building re-entry:**

Our cleaning contractor will perform a deep clean of the building with EPA approved covid19 effective disinfectants. A deep clean will consist of the following:

- Sanitizing of all hard services throughout the building (Pews, chairs, bathrooms, doorknobs, light switches)
- Cleaning of all frequently touched areas. (Microwaves, trashcans, copiers)
- Sanitizing of the playground
- Social distancing decals will be added throughout the facility
- Furniture is re-located to support social distancing
- 6 months of PPE ordered, inventoried, and stored
- Touchless door openers will be added to the bathrooms
- New room occupancy numbers will be created to adhere to social distancing standards. They will be posted in each room so that everyone will know how many people are allowed in each room.
- Signage will be posted encouraging social distancing
- Safety guidelines will be posted throughout the facility
- Each room will be stocked with cleaning wipes and hand sanitizer

### **Building functions once re-entry is allowed:**

#### **Visitation**

Parishioners, visitors, and contractors will all be required to schedule an appointment to come to the building. In the building they will wear face covering. They will be issued one if they do not have one.

- Visitors will be asked to wait in parish lobby area while their point of contact is located

#### **Deliveries**

- FedEx and UPS will be directed to drop packages in parish lobby area
- Food deliveries will be asked to wait in parish lobby area

#### **HVAC**

- Building will be optimizing systems to deliver higher-than- average rates of fresh air without sacrificing comfort
- Air filters will be installed with the highest system compatible rating to remove small, airborne particles
- HVAC will run in increased capacity to avoid humidity issues in designated areas.

#### **Elevator Usage**

- The elevator call buttons will be sanitized on a frequent basis – at a minimum, every hour or as needed depending on elevator usage.
- Line etiquette should be observed.
- Facility protocol will be noted on signage and directed by facilities staff
- Patience will be encouraged in the event of delays.
- No more than 2 people will be allowed in the elevator at one time
- There will be a sign on the elevator encouraging social distancing

#### **Entry/Exit**

Directional arrows will be placed on the floors to promote one-way foot traffic through facility. Entry/Exit will be limited on each floor. This will be implemented when we have 30+ people utilizing the building for an event.

First Floor – Covered by OSSE regulations

Second Floor –Entry door will be Parish entrance and exit door will be Water Ministry door

Third Floor – Entry door will be Common glass door and exit will be Great Hall Rear door

**Reception Area:**

- Social distancing floor markings will be placed around the parish office
- Guests will be reminded not to approach the reception desk beyond markings

**Mail room, copier, and postage machine:**

- Floor markings for one-way traffic and social distancing will be placed in parish office
- Paperless work will be encouraged to avoid trips to the printers
- If copier must be used, social distancing is required and sanitizing of buttons after use is required

**Worship:**

We will offer online access to worship indefinitely and will slowly offer opportunities for small in-person gatherings for those who so desire. (Covenant must be signed)

**Handling Eucharist:**

The wafers are transferred from their original packaging into plastic baggies to be blessed (without contact). When the elements are distributed, they will be placed by a plastic-gloved hand into dixie cups for individual consumption. The wine will be blessed in unopened bottles and then distributed into the same dixie cup. (House church and courtyard church will work the same way.)

**Bathrooms:**

- Cleaned and disinfected hourly, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches.
- Occupancy will be limited to 2 users at a time.
- Line etiquette shall be observed
- Regularly stocked with supplies for handwashing, including soap and paper towels for drying hands or hand sanitizer with at least 60% alcohol.
- Two of the sinks will be blocked off to encourage social distancing while washing hands

**Essential Functions once re-entry is allowed:****Cleaning Crew**

Will work from 7 am-3 pm, Monday – Friday. (When large groups begin to gather)

- Appropriate PPE must be worn at all times.
- Increased cleaning intervals – The parish entrance, staff hallway, all door handles, and elevator controls are cleaned frequently throughout the day.
- Bathrooms and kitchens are cleaned on an hourly basis.

- Use of paper towels instead of microfiber re-usable cleaning towels
- Additional waste receptacles added to high traffic areas
- Conference rooms must be disinfected after each use.
- \*Facilities staff ***have all agreed to assist in cleaning duties***

### **Off Campus Gatherings:**

The host for any St. Columba's gatherings (e.g., "house church" or fellowship) will be advised to follow all St. Columba's Safety Protocols

- Re sanitizing furniture/bathroom/surfaces: any shared surfaces should be sanitized and sanitizing wipes should be provided if indoor space is used.

### **Staff**

Although working from home will be recommended until a vaccine is created, if a staff member needs to work out of the office; they will be asked to stay within their designated work areas to limit exposure to other staff members. We have also informed employees, vendors, and possible renters, that if they are sick with a fever to notify leadership and to stay home.

- Health and Hygiene - We have asked employees to stay at home if they are sick. We will urge all employees to practice proper respiratory etiquette and hand hygiene everyday as recommended by the CDC. We will ask that each employee wash their hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and to avoid touching their eyes, nose or mouth. Each employee should cover their mouth and nose with tissue if they need to sneeze and immediately dispose of the tissue and wash their hands. Staff will also be required to clean and disinfect all objects and surfaces they touch.
- Face Coverings - We will require face coverings anytime an employee leaves their work area.
- Social Distancing. - Social Distancing of at least 6 feet should be maintained following best practice recommendations from CDC.

### **Renters**

We have engaged renters and will begin to offer space in the near future.

- Liability waiver must be signed
- Safety protocols must be observed
- Room will be disinfected after use
- A member of the team will be present to clean before, during and after the meeting

**St Columba's Safety Guidelines:**

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with 60%-95% alcohol.
- Cover your mouth and nose with a tissue or your bent elbow when you cough or sneeze.
- Routinely clean frequently touched objects.