

## MARIETTA FIRST UNITED METHODIST CHURCH

### POLICY AND PROCEDURE

TITLE: MASTER POLICY/PROCEDURES: "REVIVING A HEALTH GEORGIA" (COVID-19 RE-OPENING)

DATE: 08.31.2020.1

#### SUMMARY:

To provide direction and guidance to the staff, members, visitors and contractors who utilize the facilities and campus of Marietta First United Methodist Church (MFUMC) as MFUMC follows national, state and United Methodist Church directives and guidelines for mitigation of the spread of COVID-19 disease caused by the SARS-CoV-2 virus. At the time of this Policy creation, the virus is a novel (new) virus with public health officials still learning how to treat and prevent the spread of the viral disease. As such, any Policy and Procedure is a "Best Faith" endeavor to incorporate the evolving community "Best Practices. This Policy/Procedure will be updated as credible scientific information or governmental decrees dictate reasonableness to update.

#### STATE OF GEORGIA EXECUTIVE ORDERS

##### A. General Provisions

1. Date specific and expire or renew every 15-30 days
2. All persons "shall" practice social distancing keeping a minimum of six (6) feet when practical
3. Gatherings by non-profit organizations shall follow State Executive Orders as to number of persons per defined square feet of floor space. Otherwise, see D(f) below for guidance.
4. The wearing of face masks by all persons are "strongly encouraged" outside of a person's residence, except while eating, drinking or exercising outdoors
5. All corporate entities shall practice sanitation in accordance with published guidelines by the Centers for Disease Control (see F below)

##### B. Sheltering In Place

1. The President of the United States has issued Guidelines for a three (3) phase Re-opening of America. Each State will, through Executive Orders, define which businesses and corporations can re-open on which dates. In addition to State of Georgia directives, MFUMC will follow guidance from the Bishop of the North Georgia Conference of the United Methodist Church on re-opening dates.
2. Those persons of any age with serious chronic health conditions including but not limited to chronic lung disease, diabetes, asthma, severe heart disease, obesity, kidney disease, liver disease and immunocompromised conditions, "should" shelter in place.

- a. Presidential recommendation: Shelter through all three re-opening phases
- b. Exceptions for Essential Services, necessary travel, gainful employment, working for Critical Infrastructure.

#### C. Worker Requirements

- a. Screen and evaluate workers for temperature over 100.4 degrees, cough, shortness of breath, chills, muscle pain, sore throat, or new loss of smell or taste.
- b. Require workers exhibiting sick symptoms to stay home and seek medical attention
- c. Require workers initiating symptoms at work to leave and go home immediately
- d. A worker with known or suspected COVID-19 must follow CDC guidelines to self-isolate for at least ten (10) days and only after the Worker has been fever and symptom free for three (3) days return to work.
- e. Train all workers on handwashing frequency, not touching face, and using hand sanitizer greater than 60% ethanol alcohol.
- f. Workers “shall” wear masks at all times and clean or replace daily
- g. Discourage workers from using other Workers phones, desks, offices, or other work tools and equipment
- h. Establish a limit for the maximum number of workers permitted in a Worker break room
- i. Prohibit handshaking and other unnecessary person-to-person contact in the workplace
- j. Enforce social distancing
- k. Encourage regular sanitation/disinfection of workspace common surfaces
- l. Use technological solutions where possible to reduce person-to-person interaction
- m. Where practical, install Plexiglass partitions at reception areas and offices with frequent visitors
- n. Use teleworking when possible

#### D. Facility Requirements

- a. Post Signage on Entrances that no one with a fever or symptoms of COVID-19 is permitted in the facility
- b. If possible use separate entrance and exit paths for the facility
- c. Provide hand sanitizer for use by all persons
- d. Design a process to ensure personal separation while waiting to be seated for congregation services.
- e. Do not allow congregation of persons in waiting areas, hallways, foyers, libraries, greeting rooms, and narthex
- f. Scheduled meetings in the church sanctuary, chapel, Sunday school class rooms and other spaces where persons congregate shall follow social distancing requirements of six (6) feet for non-family members.

- g. A separate sanitation policy shall be developed for cleaning specific to COVID-19 mitigation prior to and immediately after congregational meetings
- h. Remind third-party delivery drivers and any suppliers of your internal distancing requirements
- i. Prohibit handshaking and other unnecessary person-to-person contact in the facility and on campus
- j. Post notices that encourage hand hygiene at the entrance to the facility and other areas where they are likely to be seen.
- k. Dining services, if provided, shall follow the Executive Orders for seating social distancing, buffets limited to cafeteria style, sanitation guidelines, use rolled silverware, no table presets, no self-service condiments-drinks-silverware.

#### E. Individuals

- a. Advise all persons to follow Presidential Guidelines for Individuals:
  - i. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces
  - ii. Avoid touching your face
  - iii. Sneeze or cough into a tissue, or the inside of your elbow
  - iv. Disinfect frequently used items and surfaces as much as possible
  - v. Strongly consider using face coverings while in public, cleaning them daily or using a new one daily.

#### F. Education and Child Care

- a. Follow all current State of Georgia directives in the Governor's most current Executive Orders on re-opening of facilities. These include but are not limited to:
  - i. daily worker and children screenings
  - ii. class size
  - iii. limiting visitors
  - iv. sanitizing frequently touched surfaces with products effective but safe for children
  - v. do not use toys and games that cannot be sanitized
  - vi. use only bedding that can be washed
  - vii. workers should sign children in and out if a computer or keypad system inside the facility is used

G. Additional Centers for Disease Control Guidelines

- a. Use EPA-approved disinfectants against COVID-19 or 1/3 cup of bleach to 1 gallon of water
- b. Follow CDC's Guidance for Childcare Programs that remain open
- c. Outdoor areas require normal cleaning and do not require disinfection except for items touched frequently by multiple people
- d. If workplaces have been unoccupied for 7 days or more, it will only need normal cleaning
- e. Soft and porous materials should not be used if practical, clean per manufactures recommendations using the warmest water possible not to damage the fabric.
- f. Faith based organizations should, based on the level of community COVID-19 virus transmission (none, mild-mid, hot) alter its services and events in accordance with the community spread risk in collaboration with the local health officials who can help determine the level of transmission.
- g. Establish procedures for what to do at the facility is a worker or visitor exhibits suspected COVID-19 sick symptoms including partial or total facility shutdown for cleaning/disinfecting.