

Guidelines for Physical Distancing & Sanitation for Our Office Team

Guidelines for preventing and dealing with illnesses:

- If you or someone in your household has been exposed to someone with COVID-19 in the past 14 days, stay home until a negative COVID-19 test result is produced, or wait 14 days without symptoms before returning.
- Stay home for 14 days after your last contact with a person who has COVID-19 in your household.
- Take your temperature before coming to the campus. If you have a temperature of 100 degrees or higher, or if you have any of the common symptoms of COVID-19, refrain from returning to campus until...
 - You receive a negative test for COVID-19 and your symptoms are gone for 48 hours (fever gone for at least 48 hours without medication to reduce fever)
 - You receive a positive test for COVID-19 and completely follow through on the direction of your medical professional concerning self-quarantine and recovery time
 - If you choose not to take a COVID-19 test, please wait 10 days after you last showed symptoms before returning to campus.
- If you or someone in your household is sick but receive a negative test result for COVID-19, please wait at least 48 hours from the last symptom before returning to campus.
- If you are persistently coughing or sneezing, please refrain from joining us on campus.
- If you need to cough or sneeze while on campus, please do it into your elbow or the neck of your shirt/blouse.
- Wash in when you arrive on campus (soap & warm water for 20+ seconds). Wash your hands and/or use hand sanitizer often while on campus.
- Avoid touching your mouth, nose, or eyes.
- You may wear a mask/gloves if you like. If you are in a space where you cannot practice physical distancing, masks are required.
- Practicing physical distancing is encouraged. Before crossing the six-foot barrier or initiating physical contact, make sure the other person is comfortable with you doing so.

Expectations Specifically for Office Staff and Volunteers:

- Check your temperature before or when you arrive on campus (includes Wed. & Sun.).
- Disinfect your own workspace and any space you use.
- If you use a shared workspace at any point, disinfect that space when you arrive AND when you leave.
- Limit passing materials as much as possible (i.e. – use your own pen, send an email and print a document instead of printing it and distributing it, etc.).
- Receive guests from our community via phone (do not answer the door to receive a guest – direct them to call the number posted on the door).
- Practice good hygiene when counting the offering or receiving mail or a delivery. Wash your hands when you finish handling the materials.
- Work with your supervisor to arrange working from home when helpful or necessary.