

RE-OPENING SCHEDULES OFFICE

Starting Date: October 12, 2020 office will reopen to normal business hours: Monday – Friday, 8:00am – 4:00pm, closed for lunch 12noon – 1:00pm.

Program:

- Music staff is permitted to resume use of the building for assigned duties.
- Office staff, Carmen and Sue, will resume performing their job duties in the office.
- Sexton, position is currently open.

Use of Building:

Goal is to maintain a safe environment for staff and visitors by preventing unnecessary traffic in the building and the office.

Protocols for Visitors:

As we proceed to re-open St. Paul's building in the midst of COVID-19, the Office will re-open on Monday October 12th. Carmen and Sue will return to their normal office hours: Monday – Friday, 8:00am – 4:00pm. In order to maintain a safe environment for everyone, the following protocols are to be followed:

- ✓ An appointment to enter the church is required. Call the office, 717-637-5941, to make an appointment.
- ✓ Appointments should be requested for the purpose of conducting church business. Social visits and lingering in the office or building is discouraged.
- ✓ Upon arrival at the parking lot entrance, 1) Press the white bell buzzer and 2) Press the black Ring camera button, to request access. Visitors will be asked if feeling healthy with no flu symptoms.
- ✓ Access to the office will be limited to one visitor at a time (staff have access).
- ✓ Face masks, hand sanitizer, and maintaining 6 ft. social distance is required upon entering the building.
- ✓ Arriving at the entrance door and asking for immediate access without an appointment may result in a denial or delay if another visitor is already in the office.

Protocols for Staff and Building:

In addition to above protocols:

- Entrance doors will remain locked. Entrance door posted: *"Due to COVID-19 entrance to the building is limited to church business. Appointments required. Ring white bell buzzer and black bell camera button for access. Mask, hand sanitizing and 6 ft. social distancing required"*
- Access to the office limited to one visitor (staff have access). Office door posted: *"Access to the office limited to one visitor"*.
- Safety shield installed at Carmen's desk.
- Face mask required for staff when interacting with others. Maintain 6 ft. social distance. Sanitize hands frequently.

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Disinfecting responsibility of the office staff:

- Maintain daily wipe down of high touch areas.

Disinfecting responsibility of Sexton:

Common areas:

- Hallways/doors/railings
- Bathroom
- Weekly cleaning (vacuuming/dusting) of offices as needed.

PERSONAL RESPONSIBILITIES TO BE COMMUNICATED TO EVERYONE ENTERING ST. PAUL'S PROPERTY:

- Appropriate face covering/mask required upon arrival on church property.
- Sanitize hands upon entering building and upon exiting meeting area.
- Sanitize hands frequently and especially after hands become contaminated by coughing, sneezing, touching face, nose, eyes or from touching another person or touching commonly used items such as games/toys/supplies.
- Maintain 6 ft. of social distancing.
- No sharing handshakes, hugs, up-close greetings.
- Do not congregate before/after meeting/event. Maintain social distancing.
- Refrain from touching face, nose, eyes.
- No sharing of food including coffee/beverages/snacks, condiments, utensils, silverware.
- Do not attend if feeling ill or if running a temperature or if in contact with a person testing positive.
- Notify the church office and leader of the event/meeting if you test positive for COVID-19.

Any proposed revisions to these arrangements are to be communicated to the Pastor and to the COVID-19 Task Force for consideration.

COVID-19 TAKS FORCE – October 2020