

## Phase II

### **Starting June 3<sup>rd</sup>**

- Staff may begin to utilize their offices/workstations on a regular basis.
- Appointments must be made for any visitors to the building.
- During this time Community Groups will be given the green light to begin meeting in person.

### **Starting mid-June** *(after ironing out procedures for staff use of the building)*

- The office will be open to the public from 8am-12pm Monday-Friday for the duration of the summer months (June-Aug).
- Ministry meetings may take place in the building on a case by case basis depending on size and purpose. These meetings have to be scheduled/communicated to the front office to be put on the calendar. We do not want to be caught off guard by unscheduled meetings. Every meeting needs to be on the calendar so that Facilities knows what has or hasn't been used, especially as we scale up building use.
- Non-ministry gatherings of any size are not allowed at this time.

## **Church Office Policies/Procedures**

- Staff and visitors are encouraged to maintain social distancing and are recommended to wear a mask in common areas or where social distancing is not available.
- Pay special attention to high-touch surface areas such as the printer, doorknobs, light switches, countertops, and sanitize when possible after every use.
- Exercise good hygiene practices by washing hands or using hand sanitizer frequently. Avoid touching your face.
- If you have knowingly been around a COVID-19 positive person or have traveled to a [Level 2, 3 or 4 Travel Advisory](#) according to the US State Department in the last 14 days, please continue to work from home until the recommended 14-day quarantine period has ended. Also, continue to work from home if you feel unwell at any time.
- If you begin to feel unwell while in the office, please leave the building immediately and then notify your supervisor. You are not in trouble we just want to be as careful as possible not to potentially spread any illness.
- Staff teams may consider meeting in person while wearing masks and maintaining social distancing or continue meeting online. Again make sure that any meetings you have scheduled are on the church calendar and the front office is notified.
- The Facilities Team will continue to provide extensive cleaning and sanitation throughout the building. It helps them greatly if they know what has been used.

## **Community Groups Guidelines**

- Community Group Leaders will use their best judgment about when to reassemble in person.

- Groups must be able to maintain social distancing and are recommended to wear masks if over 2 yrs old.
- Community Group leaders need to communicate their plans to proceed to Pastor Thomas Hoak.
- Groups need to be aware of those individuals that fall into the “[high risk](#)” category or are not comfortable meeting in person just yet. Please exercise grace and flexibility in determining when to reassemble.
- If you have knowingly been around a COVID-19 positive person or have traveled to a [Level 2, 3 or 4 Travel Advisory](#) according to the US State Department in the last 14 days, please continue to stay home. Also, continue to stay home if you feel unwell at any time. Be sure to communicate with your community group leader if you fall into this category.