



Campus Re-Entry Guidelines

Interior

- Prior to return of operations, follow CDC guidelines
- Make sure all areas have been thoroughly cleaned and disinfected
- Shampoo carpets/clean floors
- Bathrooms (floors, sinks, toilets, faucets), doorknobs, light switches, countertops, handles, phones, hymnals, microphones, trash receptacles, keyboards, offering plates, all items in the Nursery, and any other high-touch surfaces
- Mount/fill hand sanitizers, restock toilet paper, tissue, hand soap
- Add sneeze guard to office front desk
- Socially distance all space with limited seating

CDC Guidelines

- All staff/volunteers should bring their own cloth face mask to the church office/building
- Measure the employee's/visitors temperature and assess symptoms prior to or upon entering building
- Face masks are to be worn at all times while in the workplace
- Social distancing maintained at 6 feet apart and practice social distancing as work duties permit in the workplace
- Disinfect and clean your work space prior to performing duties
- If anyone becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.
- Staff/volunteers should not share headsets or other objects that are near mouth or nose.
- Staff should stagger breaks and not congregate in the break/supply room, and do not share food or utensils.
- Staff/volunteers returning to the church office must be COVID-19 symptom free for at least 7 days.
- If a staff/volunteer's job function does not require their physical presence in the church office, allow them to work from home.
- Establish flexible hours/schedules for essential jobs to limit the number of people in the church workspace at one time.



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Daily Operations: Office Staff, Office Volunteers, and Office Visitors

- Each staff /volunteer should take their temperature daily prior to coming to the church office
- If temperature is less than 100.4 degrees Fahrenheit, staff/volunteer may go to the church office
- A staff /volunteer who experiences fever and/or symptoms while at home should not come into the office/building
- No-contact temperatures will be checked upon arrival
- A staff /volunteer who has a fever at or above 100.4 degrees Fahrenheit or is experiencing symptoms should immediately go home and monitor his or her symptoms
- A protective mask covering the mouth and nose should be worn
- Hand sanitizer, tissues will be accessible in high traffic areas
- Organize the church space so staff/volunteers can practice social distancing and maintaining distance (6 feet) from others
- Increase physical space between staff/volunteers and guests(spaced entry to the business
- When ready to exit the building, sanitize hands, and do not touch the door with hands. Use elbows if possible.
- Any necessary meetings should have capacity limits of 10 people per the CDC. People at higher risk for illness should attend meetings remotely.
- Supply/break room treated as 1 in, 1 out, disinfect area before and after use
- Discourage staff/volunteers from using others' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect before and after use.
- Clean and disinfect frequently touched surfaces: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards on a daily basis.
- Enable natural workplace ventilation (such as open windows and internal doors to allow airflow).

Worship

- Before worship can safely resume, will need to check the state website for regulations concerning worship
- Some of the congregation may be considered high risk, will encourage them to continue worshipping remotely
- Continue virtual worship services indefinitely
- Outdoor services may be considered
- A protective mask, covering the mouth and nose must be worn at all times
- Social distancing at 6 feet apart



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- Water fountains will be blocked off
- Service readings and responses available in a disposable printed format
- Drop off area designated for monetary offerings; encourage online giving
- Reduce seating or mark pews for non-use
- Limit the number of people to attend in-person service. Have those participants sign up on line to attend each worship
- Distance of 6 feet between household members attending worship
- Singing is strongly discouraged. *“Based on findings from the National Association of Teachers of Singing, the American Choral Directors Association (ACDA), Chorus America, and Performing Arts Medical Association (PAMA), along with specialists in otolaryngology and infectious disease, with specific research focus on aerosolizing of particles from the lungs through the vocal tract.”*
- Use ushers to stagger entries and departures

Tenants

- Same guidelines as mentioned will be applied and will continue to be accessed based on current conditions whether to postpone/cancel events.
- Limit shared use of facilities according to the guidelines set by the CDC, state and local county.
- Discourage handshakes at events
- Signs posted in visible locations, wearing a mask and proper hand washing
- Limit the number of people that occupy the restroom at one time, allowing distance of 6 feet in waiting line.

As government guidelines change, we will keep updating our procedural guidelines. According to the CDC, *“COVID-19 is a new disease and we are still learning about how it spreads and the severity of illness it causes.”*



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