

COVID-19 Plan for: Redeemer Office Opening to Public – Phase 1

Event/ Group name and reason you want to be in the building: Office Staff/Visitors

Inside Space that will be used: Redeemer Staff Office Area

People involved: Redeemer Staff; Congregation Members; Visitors

Dates: Ongoing

Communication Plan: Posted on Redeemer website; weekly ministry update; email notices.

General Precautions:

- Members will screen themselves for: fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, diagnosed with or exposed to anyone diagnosed with COVID-19 in the last 14 days. If any are present they should not enter the church building.
- All people will maintain social distancing both in the building (adhering to room capacity restrictions) and outside of the building.
- All people over the age of two will wear facemasks in the building and in activities during which social distancing is not possible. If you do not have a mask, a cloth face mask will be provided to you. It will be your responsibility for its proper care, cleaning and reuse.
- Frequent handwashing with soap and water or alcohol based hand sanitizer is encouraged. Participants should bring their own personal hand sanitizer, although a limited supply will be available at the church as well.

Precautions specific to your team's work:

- Visits are available by appointment only. Call the church office (**507 289 5147**) or one of the Staff to schedule the appointment.
- Enter the church through the North East door (Door #2) by the church office for appointments or drop off/pick up of items.
- Drop off and pick up of items will be available from 7:30 a.m. to Noon and will utilize the pew and table outside the office to avoid unnecessary entry of the office space.
- Open areas will be limited to the first floor entry area, the office, and bathrooms.
- Room 102 is available for appointment by staff only.
- Staff will work primarily in their offices or from home.
- Visitors and/or congregation members will be asked to communicate through the office glass windows and enter the office by appointment only as necessary to carry out their business.
- Social distancing will be practiced – maintain physical distance of 6 feet between staff and public for all interactions. The Office hub where Chris's desk is located will accommodate 2 individuals in addition to Chris at one time; others will need to wait in the hallway until someone leaves.

Date Approved: 6-9-2020