



ALL SAINTS CHURCH COVID-19 PROTOCOLS & PLAN

All Saints Church continues to monitor the data related to COVID-19 cases across the country. We have developed and continue to revise processes in compliance with local and state laws/guidelines as employees work both from home and in-person at our office. The leadership team is committed to ongoing work on these important efforts.

Please note that the protocols outlined in this document are subject to change and will be communicated to you accordingly.

WORK LOCATION

The staff are expected to work on site beginning Monday, May 3, 2021, with the option for telework only during quarantine, illness, or situations which require a shutdown of the building, including inclement weather.

SAFETY AND WELLBEING

The health and safety of our employees, parishioners, and the communities in which we serve will continue to be the top priority for All Saints Church. This is a shared responsibility for all of us.

SYMPTOM WATCH – STAY HOME

If you or any member of your household are suffering from any ailment that could be contagious, you must stay home and work remotely if you are able. Even if you suspect that your symptoms are allergy-related, do not take the risk of coming into the office. Instead, please contact the Parish Administrator, who will inform you of the then-current guidelines. The post-pandemic world will be a new “normal,” and we ask that you not take any potential illness or symptom lightly.

COMMUNICATION

If you experience any cold or flu-like symptoms, if you or someone in your household has a positive COVID diagnosis, or if you or anyone in your household has had exposure to anyone diagnosed with COVID-19, please alert Lois McDonald immediately. Lois is the staff member responsible for leave. She also guides us in complying with the provisions of the CARES Act and other similar regulations. You may reach Lois via email at lois.mcdonald@allsaintschurch.net or via phone by dialing 301-654-2488. We will respect the confidentiality of this information and will only disclose it to those who have a need to know. If you are ill, please pro-actively communicate with your team and work from home for your protection and that of our colleagues, parishioners,

and communities. Without disclosing the name of the employee, Lois will contact additional staff, if necessary, who may have been exposed and email the entire staff to advise them of the positive case of Covid.

NOTE: Any employee exhibiting any symptoms of an illness will be asked to leave the premises immediately.

POTENTIAL EXPOSURE

If you have tested positive for COVID-19 or been exposed to COVID-19, you will be asked to self-quarantine and work from home, as we are trying to avoid potential exposure of the virus to others.

All Saints team members are learning daily about health and safety best practices, as COVID-19 information is very fluid. As a result, we will continue to revise our processes and communicate with you accordingly.

CDC GUIDELINES

Follow hygiene best practices and CDC guidelines to ensure your safety and the safety of those around you. Several vaccines for the prevention of COVID-19 exist. We encourage all employees to follow their health professional's recommendation concerning the vaccine, to be informed as to its availability, and to get the vaccine if so recommended.

KNOW HOW COVID-19 SPREADS

- The virus is thought to spread person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Those respiratory droplets transmit the disease to the uninfected person through the eyes, nose, mouth, or ears to access the person's bloodstream. If you touch a surface with the virus on it and then touch your face (especially, if the virus reaches your mouth, nose, or eyes), you have potentially provided the virus access to your system. It can be likened to e-security issues – clicking on a link in a spam email can infect the entire system. Therefore, social distancing (six feet apart), washing your hands, wearing a mask, and not touching your face are critically important to avoiding the disease.
- The COVID-19 transmission method is the same for asymptomatic patients.

WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing/wiping your nose, coughing, and sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands, paying close attention in between your fingers, and rub them together until they feel dry.
- Avoid touching "high touch" surfaces such as doorknobs, door handles, elevator buttons, and office equipment with bare hands. Wash your hands with soap and water or hand sanitizer before touching your face if direct contact with any of the surfaces is made.
- Avoid touching food areas, your food, and your eyes, nose, and mouth with unwashed hands.

SOCIAL DISTANCING

In the absence of strict social distancing – keeping a healthy distance from others – COVID-19 cases will surge again. To ensure compliance with social distancing guidelines, you must maintain a distance of six feet or more between you and others at all possible times, including in hallways.

Please also avoid carpooling together while this policy is in place. If you must travel with another employee and the six-foot distance cannot be maintained, you must wear a face covering.

COVER COUGHS AND SNEEZES

- Always cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze.
- Throw used tissues in the trash and wash your hands immediately.
- Again, if you exhibit symptoms of an illness that could be contagious—please communicate with Lois McDonald, as well as your team, and work from home.

CLOTH FACE COVERINGS

- Employees, vendors, clients, and other visitors entering our office will be required to wear a face covering.
- Employees are required to wear a cloth face covering in common areas or in offices where they cannot comply with a six-foot social distance. Thus, face coverings are required in cubicles, walking to the bathroom, in the kitchens, in the hallways, in conference or meeting rooms, and so on.
- The cloth face cover does not absolutely protect you from the virus but does help in protecting others. However, it is not a substitute for social distancing; therefore, please continue to keep approximately six feet between yourself and others.
- Please be responsible when using a mask.
 - If the virus is on the exterior of the mask and you touch the mask, you will easily spread the disease to whatever you touch.
 - A reasonable, but still risky, method of responsibly using a mask is to wash your hands prior to putting on a mask and after removing the mask, either dispose of or machine wash your mask daily, avoid touching the mask while wearing it, avoid touching your eyes, nose, and mouth while removing the mask, and put the mask in a disposable plastic bag if it needs to be transported other than wearing it.
 - **Please remember that you should not take masks off anywhere except your own desk to prevent cross contamination.**

BUILDING ACCESS

ELEVATORS

Please use the elevator only for use between the main level and the 2nd floor. Do not access the preschool level via the elevator. When possible, please ensure that social distancing also occurs on the elevator. Use tissue to touch elevator buttons and discard the tissue immediately afterwards.

VISITORS & DELIVERIES

Our offices are not currently open to parishioners and other visitors except by appointment or between 11 a.m. and 1 p.m. to pick up a lunch. Visitors are required to schedule an appointment in advance with the appropriate staff person and to contact the staff person upon their arrival. They are to be met by the staff person in the reception area and then escorted to their pre-determined meeting space. Visitors will be required to sign in at the reception desk and to follow our protocols, specifically to wear cloth face coverings. Volunteers must sign a Volunteer Covenant available at the reception desk.

Because our office is closed, our assistance for Walk-Ins is very limited. If the Walk-In is seeking prayer or financial assistance, he/she can be given Shireen David's business card and a prepared lunch. This encounter must maintain the standard social distance of six feet and must take place in the reception area.

ENTRANCES

Although our office has several entrances and exits, employees are encouraged to enter the doors up the stairs near the playground. The Oliver Street entrance into the preschool is strictly reserved for preschool personnel and students only. If ADA compliant access is required, please make arrangements to use the main entrance on Western Avenue.

INSIDE THE OFFICE

Disinfectant supplies will continue to be available throughout the office. Total Quality staff will routinely wipe down door handles, light switches, and high-touch surfaces in common areas.

SHARED OFFICES

Office space has been arranged so that most employees have a private office. If you work in a shared office, please determine with your officemate and your respective supervisor(s) a staggered schedule or alternate workspace so that only one person uses the office at a time.

Final decisions regarding these arrangements should be shared with the Parish Administrator.

FREQUENTLY TOUCHED SURFACES

Use clean tissue or paper towel to open handles and doors, then immediately wash or sanitize your hands.

YOUR OFFICE AREA

Please disinfect your office and desk area including keyboard, mouse, phone, headset, desk, drawers, doorknob, etc., as it is acceptable to you.

ACCESS TO NON-ESSENTIAL ITEMS

Non-essential items will be removed from common areas. Please see Nacole Hillman for any supplies you need.

KITCHEN(S)

Please do not access the main kitchen next to the Great Hall. During this season, you are encouraged to use disposable paper goods (or to bring your own dishes), pack your lunch with an ice pack (instead of placing in the refrigerator), and eat in your office. The staff kitchenettes on both levels are equipped with single-serve coffee makers and microwaves. Each employee is responsible to bring in his/her own K-cups if coffee or tea is desired. There will be no communal coffee pots. Please wipe down any surfaces you have touched in these spaces. Total Quality staff will be wiping down surfaces on a regular basis, but every little bit helps.

Hand sanitizer stations are available throughout the office, as well as in other common areas.

MEETINGS

When possible, please continue conducting internal and external meetings virtually. Conference rooms and other meeting spaces are available for use only with permission from the Parish Administrator. When in-person meetings do occur, **ensure that social distancing is always maintained.**

As stated previously in this document (see Visitors section on page 3), visitors must arrange meetings in advance and be met in the reception area, then be escorted to the meeting space.

It is now becoming the norm not to shake hands or use other forms of greeting one another when meeting together in person. Please always maintain social distance.

IT NEEDS

As always, open an IT request by submitting an email to John Ballance at john.ballance@allsaintschurch.net.

ADHERENCE TO PROTOCOLS

Your understanding of and adherence to these protocols are of utmost importance. Please continue to stay abreast of the latest CDC guidelines and internal All Saints Church communications. Employees who disregard the protocols outlined in this document will be deemed in violation of All Saints Church policies.

The All Saints leadership team looks forward to working together on returning to standard business processes. As always, the health and safety of our employees, parishioners, and communities will be at the forefront of all decisions and protocols, and we appreciate your help in implementing these initiatives.

ACKNOWLEDGMENT

Employees are required to read and acknowledge by signature the content, requirements, and expectations in this document related to the All Saints Church COVID-19 Protocols. Your acknowledgement will be saved to your personnel file and will not be required again until more significant changes are made to this document.

After reviewing the resources at the end of this document, please sign, date, and return Attachment A to the Parish Administrator.

HELPFUL RESOURCES

- **CDC COVID-19 Guidelines:** <http://www.cdc.gov/covid-19>
- **State of Maryland COVID-19 Resources:** <https://coronavirus.maryland.gov/>
- **Hand Washing Instructions:** <https://cdc.gov/handwashing/when-how-handwashing.html>
- **Face Coverings:** <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- **Considerations for Travelers:** <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>
- **COVID Data Tracker (hotspots):** <https://www.cdc.gov/covid-data-tracker/index.html>
- **Stop the Spread of Germs:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- **COVID-19 Symptoms:** <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

“Jesus said, ‘Love the Lord your God with all your heart, and with all your soul, and with all your strength and with all your mind and your neighbor as yourself.’”

Luke 10:27

Heart – be grateful each day for the opportunity to serve the Lord through your role at All Saints Church; pray for God to form, shape, and use you this day

Soul – in all things, even menial tasks, seek to honor him and to respond to his love for you

Strength – work as hard as you can, but let him bear the burden

Mind – Prioritize tasks making the most of resources and collaboration

Neighbor – Seek to encourage your colleagues face-to-face (or at least eye-to-eye over your masks); ask how they’re doing and offer to pray with or for them

ATTACHMENT A: ACKNOWLEDGEMENT

I have read and understood the content, requirements, and expectations in the All Saints Church COVID-19 Protocol & Plan document. I understand that if I have questions at any time regarding the COVID protocols, I will consult with my immediate supervisor or the Parish Administrator.

Employee Signature

Date

Employee Name (printed)