

FirstChurch Employee Policy Related to COVID 19

This document is subject to change based on changes in CDC and/or Dallas County guidelines.

Working remotely

We encourage all clergy, program staff, and some administrative/finance staff to work remotely whenever possible now until otherwise notified by church leadership.

Requirements for remote work include:

- adherence to the employee's normal schedule of work
- attending to regular duties through participation in required Zoom or conference calls
- checking and responding to email, voicemail, and work-related texts daily (during work week)
- other duties as assigned

Guidelines and procedures for working onsite at FirstChurch

Some church staff members may be asked to come into the church office to attend to duties that are difficult to complete remotely. Everyone within the office must wear masks or face coverings that cover the nose and mouth. They must maintain 6 feet of physical distance from others. Those who work in the office will be allowed to work from 10:00 a.m. to 3:00 p.m., no more than four days per week, while following a staggered schedule (see below). If employee is participating in a conference call/zoom call that starts before 10:00 a.m., they may come into the office to begin the call. *If you experiencing any symptoms, even that may be considered a mild cold, please do not come in to the office.*

Church building/custodial staff and DLC employees are required to work at the church facility and to wear masks and engage in physical distancing throughout their shift.

Each staff member entering the building will undergo a temperature screening and be required to answer basic, CDC-recommended health questions. Staff members will wear a mask or face covering at all times.

You may remove your mask under the following circumstances:

- You are alone in a private office and your door is closed
- You are in a private cubicle alone and practicing social distancing
- While recording worship

Staggered schedules and building capacity

There will be no more than 10 staff members in the church office at any given time. Director of Administration or her designee will establish two teams (A and B) that will work alternating days, to ensure that we do not exceed 10 staff members. Director of Administration or designee will monitor the total number of staff who are expected to be at the office at any one time.

7/24/20

Notification of COVID-19 exposure and quarantine protocol

If a staff member (clergy, church staff, DLC staff, contract employee) is directly exposed to a person who has been diagnosed with COVID-19, is displaying symptoms of COVID-19 or who later tests positive,

- Staff member must contact Wendy Westberg (church staff or contractors) or Quenetta Cox (DLC staff) by phone immediately. Quenetta will notify Wendy by phone immediately.
 - A person is considered exposed if they have had close contact with a known case of COVID-19. Close contact is defined as having been within 6 feet of proximity to the infected person for more than 15 minutes. If both persons are wearing masks, this is not considered to be exposure.
 - If exposure is deemed to be a concern, employee will quarantine for 14 days. Employee will provide medical documentation, if a family member has tested positive. A requirement to quarantine means the employee must stay home until 14 days after the last exposure. It is recommended that the person testing positive isolate from others in the house. If isolation from person testing positive is not possible, additional time away maybe warranted. Please check with administration. (See current CDC Guidelines for definition and guidelines for quarantine.)
 - Employee will be paid for one 14-day quarantine period that will not count against sick leave or paid time off. If employee needs to quarantine again, they will use sick leave or paid time off for the quarantine period. In the event that the employee exhausts all paid time off, they will be placed on leave without pay.
 - FirstChurch will take necessary precautions related to cleaning that employee's workspace, etc., in accordance with all recommended guidelines. If employee lives within the same household as a person who tests positive, a COVID-19 test will be required. FirstChurch will pay for the employee to receive a rapid response test (one per employee).
- An employee may not return to work until 14 days after the last exposure to the COVID-19 diagnosed/positive individual.

Notification of COVID-19 positive test result for staff members

If a staff member (FirstChurch clergy, church staff, DLC staff, or contract employee) tests positive for COVID-19,

- That staff member must contact Wendy Westberg (church staff or contractors) or Quenetta Cox (DLC staff) by phone immediately. Quenetta will notify Wendy by phone immediately. Staff member must provide guidance as to what areas of the building they have recently occupied and other staff members or visitors they have come into close contact with (close contact defined above). Employee will provide medical report to indicate positive test.
- If staff member has been away from the church facility and other staff for at least 72 hours before symptoms occur, this does not constitute exposure.
- Any of the church facilities the affected person was in contact with will be closed immediately.

- Custodial staff must wait at least 24 hours (if possible) before cleaning or disinfecting to allow respiratory droplets to settle
- Custodial staff must clean and disinfect all areas used by the person who is sick, including but not limited to offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, then additional cleaning and disinfection is not necessary.

All staff will be notified in the event that a FirstChurch staff member receives a positive COVID-19 test result. The notification will include what areas of our facility the staff member has been working in during the previous three days. In order to maintain privacy, staff member will not be identified.

All DLC families will be notified in the event that a staff member receives a positive COVID-19 test result. The notification will include what areas of our facility the staff member has been working in during the previous three days.

- Efforts will be made to trace contacts the COVID-positive employee has had with other staff members/others who have entered church facility.

FirstChurch will work to ensure that the COVID-positive employee has adequate support and assistance at home. (Offer prayers, meals, pastoral care, etc.)

Protocol for returning to work after a positive test result

In order to return to work, employee must quarantine and remain isolated from any other COVID-positive persons. They may return to work when the following criteria are met: at least 10 days have passed since symptoms first appeared, and at least 24 hours have passed (with no fever and without the use of fever reducing medications), and symptoms have improved. All employee health records will be kept secure and confidential.

General Information:

- FirstChurch will adhere to guidelines from CDC and Dallas County. If these guidelines differ, we will go with the more conservative guideline.
- Quarantining is to be taken very seriously. At the time of the required quarantine, the supervisor will emphasize that the quarantine is required in order for the employee to return to the workplace. (Please see CDC quarantine guidelines.)
- Any evidence that the employee is not quarantining may result in probation or termination.
- We can legally require employees to be tested.