

Essential Business Protocols

First United Church of Oak Park

Building Entrance Protocol July 2020

Until the church reopens for general programming and public use, only persons who are to conduct authorized church business will be allowed to enter the building. For these persons, the following protocol will be used.

1. A person seeking entry will contact a member of the church staff by telephone or email to set up a reservation/appointment to enter the church. Entry to the church must be for a specific, non-social purpose that the staff member will authorize (e.g., contractor services, essential church business).
2. The staff member will arrange a day and time for the person to enter the building and perform tasks in a space that poses minimal risk to other people who may be in the building at the same time (e.g., working in different rooms or parts of the building). A reservation book will be kept at the Lounge Desk for the staff member to schedule this person's entrance into that space and for a particular amount of time. This "reservation", which will include the person's name, day and time of building use, and purpose of use will be recorded by the staff person in the reservation book.
3. Upon arrival, the staff member who made the reservation, another staff member, or a volunteer will serve as "host", let the "guest" into the building, and ensure that the guest is wearing a mask when entering the building. The guest will go directly to the Lounge Desk and complete a health check questionnaire (attached) with a single use pen or pen of their own. The "host" will observe to see if the person exhibits any symptoms. There will be a stack of health check questionnaires kept at the Lounge Desk as well as a supply of pens, hand sanitizer, and masks should guests require one. Completed health check questionnaires will be kept in a designated place at the Lounge Desk.
5. If the guest answers "yes" to any question on the health check questionnaire, or if the host notices any visible symptoms, the guest will not be allowed to remain in the building.
7. When in the building or on the church grounds, guests are expected to wear masks properly and maintain a distance of at least 6 feet whenever encountering or likely to encounter another person.

8. During the guest's time in and on church premises, the host will occasionally check on the guest to ensure that the guest is complying with the mask wearing and social distancing requirements.
9. When the guest has completed the intended tasks, the host will ensure that the guest leaves the building safely. This host may be a different host than the one who gave the guest entrance (e.g., a different staff member or volunteer).
10. Staff members and volunteers who come into the building to "host" others will self-administer the health check questionnaire each day they enter the building. These questionnaires will be kept with those completed by guests.
11. At the end of each month, health check questionnaires will be removed from the Lounge Desk for storage in a secure location in the church office. These questionnaires will also be scanned to create electronic records of them. Physical and electronic copies of these questionnaires will be kept for the foreseeable future not only for contact tracing but also for insurance and liability reasons.
12. Signage will be posted at all entrance doors to the church that remind persons that entry is by appointment only, that wearing masks and social distancing are required in the building and on church property, and that inside the building regular hand washing and use of hand sanitizer are expected.

First United Church Entry Questionnaire:

Do you have any of the following?

Cough	YES	NO
Sore Throat	YES	NO
Shortness of Breath or Difficulty Breathing	YES	NO
Fever (temperature above 100.4 degrees)	YES	NO
Complete loss of taste or smell	YES	NO
Any other flu-like symptoms, such as gastrointestinal upset, headache or fatigue?	YES	NO
Have you taken any medication to reduce a fever in the last 24 hours?	YES	NO
Have you or anyone in your household experienced the above symptoms within the last 14 days?	YES	NO
Have you or anyone in your household been in close contact with anyone with these symptoms or anyone who has been diagnosed with COVID-19 in the last 14 days?	YES	NO

I understand that if I have traveled within the last 14 days, I should carefully consider whether my entry into the building could put others at risk.

I understand that I am required to wear a mask and maintain a distance of at least 6 feet whenever I encounter (or am likely to encounter) other persons on the premises.

Name: _____

Company/Group: _____

Contact Info: (phone or email): _____

Date: _____ Time: _____

We appreciate your assistance in our efforts to keep everyone as safe as possible.