



May 26, 2020

Guidelines for CUMC Staff During Yellow Phase

The following draft of guidelines for opening CUMC was taken from a publication by the Center for Disease Control (CDC) that was released on May 22, 2020. One thing that has become clear throughout the past weeks regarding the current pandemic is that we are continuing to learn more about the COVID-19 disease. As we learn more, the recommendations for avoidance and treatment of COVID-19 continuously evolves. Therefore, these guidelines will also continue to evolve as warranted.

- It is critical that CUMC continuously monitors the Center for Disease Control (CDC) and Pennsylvania Department of Health (DoH) guidelines regarding current mitigation levels in and around the Carlisle community.
- Offer all staff personal protection equipment (“PPE”). At a minimum this should consist of a supply of disposable gloves, face masks, hand sanitizer with at least 60% alcohol and disinfectant wipes. A supply of facial tissues (Kleenex) should also be available to each employee.
- Install protective shields at the receptionist area and administrative assistant area.
- Staff will be required to follow good hand hygiene, washing hands with soap and water for at least 20 seconds. Liquid soap should be available in every bathroom.
- Provide each staff member with a handout regarding the proper way to wash hands and also one on how to stop the spread of COVID-19.
- Require the use of masks at all times while on church property except when working alone in an office area.
- Office supplies such as pens, scissors, etc. will not be shared among employees.
- Chair, desk, keyboard, mouse, phone, etc will be cleaned upon a receptionist leaving. Entering receptionist should also do the same procedures.
- Items often shared by those leading ministry (microphones, etc.) will no longer be shared.
- Surfaces will be cleaned and disinfected as per guidelines developed by the Reopening Team.
- Gatherings of more than the number recommended by the CDC and/or DoH are prohibited.
- All activities will be in accordance with the CDC and/or DoH guidelines.
- Any staff member who feels ill prior to reporting to work will be instructed to not report for work until the staff member feels better. Must notify Pastors immediately so proper steps can be taken to clean working area(s) and notify other staff.
- Any staff member who feels ill while at work will be instructed to immediately leave work and not to return until the staff member feels better. Must notify Pastors immediately so proper steps can be taken to clean working area(s) and notify other staff.
- Staff will be informed not to gather in hallways or to stop and talk to someone in a hallway.
- Appropriate social distancing will be required at all times.

REMEMBER: Faith over Fear & Prayer over Panic

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