



## Staff Guidelines

As of Monday, May 11, 2020

### **PHASE 1 GUIDELINES: WE ARE IN THIS TOGETHER & WE NEED EACH OTHER**

*These guidelines are meant to be adhered to by all hourly, part, and full-time staff members. These guidelines are to protect all staff members, their family members, as well as those who may enter the facility. The following policies follow the COVID-19 Safe Practices set forth by the New Mexico state governor as well as those articulated by the Center for Disease Control (CDC) for Employers.*

*Anyone who does not follow the below guidelines will be given a verbal warning first followed by a written formal warning (with your department head on copy). Should disobedience continue, an order to stay home will be given to that individual. We know that these are unprecedented times and we do not want to have to enforce this practice. However, many of the guidelines below protect OTHERS.*

### Employee Health

- Upon entering the Citizen Church building, staff agree that they have met the following criteria for the past 7 days:
  - Have not had a fever over 100 degrees Fahrenheit
  - Have not had a cough or sore throat
  - Have not experienced shortness of breath, and
  - Have not had contact with anyone confirmed to have COVID-19 or anyone experiencing these symptoms (for the past 14 days)
- If you have experienced these symptoms/been in contact with someone who has, we ask that you let your department head know and then either
  - Work from home for 14 days, or
  - Take an agreed-to amount of sick-leave that will not count against your yearly-allotted amount, and
  - Get tested for COVID-19.
- If you fall into the “vulnerable individuals<sup>1</sup>” category or live with someone who does, please work with your manager and department head to determine best course for you to continue work.
- Signs will be posted on the main office door upstairs that indicate adherence once coming into the building/staff complex

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<sup>1</sup> Vulnerable individuals: older (>64) adults, people with asthma, chronic lung conditions, immune deficiency and those receiving cancer treatment, serious heart disease, diabetes, on dialysis, severe obesity, chronic liver disease, people living in nursing facilities and other congregate settings.



## Staff Guidelines

### Return to Work

- Staff are required to work in person for a set period of time based on the decisions of their department head (DH)
  - Weekly staff meeting is to be attended by all staff in person (likely to be held in the main auditorium, on Monday's, 10:00am-11:00am). At least once a month, staff meeting times will adjust to allow Maui Staff to attend
  - Operations are limited to remote work to the greatest extent possible
  - Your DH will let you know which meetings will be considered as essential for in-person vs. a virtual setting
- Staff are not able to share offices
  - Work with your DH if you share an office to find accommodations during this phase
- Main conference room upstairs is limited to MAX of 4-person meetings only
  - Use other open spaces for meetings larger than 4 people
  - Conference room-like spaces available for more than 4 people are:
    - Room 200
    - Kid's auditorium
    - Atrium
    - Greenroom (limited use)
- Staff will do their very best to maintain 6-feet of distance between themselves and another staff member. If the other staff member is a member of your household, the 6-foot rule does not apply.
- While in common spaces, staff are required to wear face coverings (mask, bandana, etc.)
  - For this instance, "common space" is defined as an area where people are likely to congregate or have the potential to cross paths (i.e., printing area, front desk, hallways, etc.)
  - If you are in larger rooms where everyone can maintain the 6-foot distance rule, face coverings do not need to be worn.
  - You do not need to wear a mask in your office so long as no one is within 6-feet of your person
- Restrooms
  - Restrooms have a max limit of 2 people in the restroom at a time
  - Ensure the 6-foot distance rule while washing hands. If that is unable to occur, please stand and wait until a sink is available
  - Upstairs staff restrooms will be cleaned twice daily by the facilities team
- Hygiene
  - Handwashing, while not only a good practice, should be done at regular intervals
  - Hand sanitizer will be provided at various places throughout the office space
  - The facilities team will maintain a schedule of stringent daily cleaning and sanitizing of commonly used spaces