

Injury and Illness Prevention Program (IIPP) Addendum: COVID-19 Return to Work Safety Guidelines

The Bay Church is committed to preventing workplace hazards that could result in employee injury and/or illness; and follow all applicable state and local occupational health and safety regulations. The following Infection Prevention Program has been temporarily established to help make sure employees understand the dangers of COVID-19 and how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing IIPP.

The Bay Church frequently cleans and disinfects used work surfaces based on current CDC guidelines and requires employees to follow CDC guidelines and observe safe social distancing.

SAFE DISTANCING:

The Bay Church will practice social distancing of at least 6 feet of separation to the extent possible in all work areas including outdoors, vehicles, structures, facilities, and offices. This includes:

- Before work shift
- While working
- After work shift
- Coming and going from vehicles
- Entering, working, and exiting buildings and structures
- During breaks and lunch periods
- When performing work activities, including use of any tools and equipment

All employees are asked to refrain from shaking hands, hugging or touching others unless it is a person who lives in your home.

Employees and visitors must wear masks in common areas and when in meetings with others. Masks may be removed in personal work area as long as social distancing is maintained.

SELF CHECK:

Do not come to work if you or anyone you live with is sick, or if you suspect that you have been exposed.

Employees must temperature check upon entering campus with the “no touch” temperature gun located at reception desk for both upstairs and downstairs offices. Sanitize the temperature gun before and after your use. There will be sanitizing wipes located at both reception desks.

Avoid touching mouth, nose, eyes per CDC guidelines. Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.

COFFEE/TEA/WATER:

The hot pots upstairs and downstairs are available for use with a gloved hand and must not be touched to personal cup.

Starbucks individual instant coffee will be available for single use. There are ways to handle the coffee for a meeting (i.e. one gloved individual serving the coffee).

The self-serve coffee will be unavailable (lobby, 220's, main kitchen).

There will be no common area Keurig use (Kitchen, Conf 2 disabled).

The Lobby coffee station sink is disabled.

The drinking fountain push bars are disabled.

There are two downstairs water fountains that have touchless bottle fillers that are available for use for filling bottles, but not for drinking from directly. Take caution not to touch your water bottle rim to the dispenser.

All kitchen sinks including the Conference Room 1 sink are functional.

KITCHEN USE AND REFRIGERATION:

Disposable gloves are available in each kitchen area.

Touch free hand sanitizer dispensers are installed in each kitchen.

One-use disposable kitchen supplies (cups, utensils, plates, napkins, paper towels) are in the kitchen for your convenience.

Employees are asked to **not** use:

- The kitchen dishes, silverware, glasses, serving ware or cookware in any kitchen.
- The ice machine or refrigerator water dispensers in any kitchen.
- The big ice machine in main kitchen (the scoop has been removed).

Common area refrigerators or freezers in break rooms may be used. However, they may only hold unopened, un-eaten food. Food that has been partially eaten may not be replaced in the refrigerator.

Employees are asked to wash hands before and after touching refrigerator or freezer handles in downstairs and upstairs kitchen, and to sanitize microwave handle and key pad before and after each use.

Employees are asked to sanitize the sink handles and knobs used on all kitchens after each use.

RESTROOMS:

Sanitizing wipes and touch free hand sanitizers are available in each restroom.

Employees are asked to:

- Observe social distancing by having no more than two people at one time in each of the restrooms.
- Sanitize the handles and knobs used in the restroom after each use.

MEETINGS:

Meetings of no more than three people are allowed in personal offices if proper social distancing can be observed.

Meetings of 12 or less people allowed (with permission) if proper social distancing can be observed.

For larger meetings, the Youth Building, Lobby, Conference Room 1, and Rooms 221, 222, 223 may be used.

COMMON EQUIPMENT:

Employees are asked to:

- Avoid sharing personal items and implements with co-workers. (scissors, pens, staplers, etc.)
- Sanitize shared desk telephones before use and at the end of each shift.
- Wash and sanitize hands after retrieving mail from mail cabinet.
- Sanitize any item that may have been used by others before and after use. (computer mouse, etc.)
- Sanitize the parts of the copiers that you may touch before use and after use.
- Wash and sanitize hands after using common equipment. (Fax, postage meter, etc.)
- Consider wearing disposable gloves for extra protection where safe to do so when using common equipment.

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ACKNOWLEDGMENT:

I have read and been informed of the attached Injury and Illness Prevention Program (IIPP) Addendum: COVID-19 Return to Work Safety Guidelines for The Bay Church. I have received a copy of the guidelines and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at The Bay Church.

I understand that if I have any questions at any time regarding the Injury and Illness Prevention Program (IIPP) Addendum: COVID-19 Return to Work Safety Guidelines, I will consult with my immediate supervisor or the Human Resource staff in Finance.

Employee Signature: _____

Employee Printed Name: _____

Date: _____