

## UMC of Red Bank Building Safety Plan

### Critical Staff / Volunteers & Building Tenants

#### 1. Introduction

In accordance with Gov. Murphy's May 21st Executive Order, small groups of 10 or less may meet inside if masks are worn and social distancing of 6 feet is maintained. In accordance with this Executive Order and recommendations from the Greater New Jersey United Methodist Church (GNJUMC) Conference, the following protocols will be followed when in common areas of the building. Organizations separate from the United Methodist Church of Red Bank who rent or utilize space in the building are required to develop protocols for use within their rented space that are within Center for Disease Control (CDC), New Jersey State, and other applicable governing body protocols.

#### 2. Responsibility for group adherence and safety

The leader of each group (Mary Valdivia for Red Bank PreK, Kara Crespo for Learning Tree, Suzanne Dice for Backpack Crew and Pastor Jessica Naulty for Church staff and others) will be responsible for:

1. Enforcing social distancing (when possible)
2. Enforcing mask wearing
3. Being within the NJ indoor gathering limits
4. Recording who is in the building each day for the purpose of contact tracing, if it becomes necessary
5. Training staff and volunteers on protocols and documenting the training
6. Notifying Pastor Jess if any staff, volunteer, or student contracts COVID-19

In any case where section 2 conflicts with the policy *UMCRB SPRC Policy Regarding Illness Due to COVID-19*, the latter shall take precedence.

#### 3. Responsibility of staff and volunteers

1. If you are exhibiting any symptoms of illness, have a cough, or have a fever **stay home**.
2. Maintain social distancing of 6 feet from others when possible.
3. Wear a mask in shared indoor spaces i.e. hallways & bathrooms. (Bring your own mask)
4. Kitchen: The church kitchen is closed, speak to Pastor Jessica Naulty if you have a need to use it.
  - a) Bring your own food for lunch and do not share.
  - b) Don't put food on kitchen counters.
  - c) The stove and oven are off limits. The microwave may be used by staff and/or critical volunteers who are in the building during their meal time.
  - d) Due to reduced frequency of dumpster pickup, abide by a "carry in and carry out" for lunch trash & leftovers.
  - e) Don't use church dishes. Please bring your own dishes and clean them at home.
  - f) Food in the refrigerator should be in a lunch box or clearly marked bag and put on shelf marked staff.
  - g) Kitchen sinks can be used for hand washing only.

5. Bathrooms: We will ask individuals/groups to adhere to specific bathroom usage. Bathrooms will be marked accordingly.
6. There is a cleaning schedule of common areas. Employees are encouraged to frequently clean and disinfect their personal work areas. Supplies will be provided for this purpose.
7. Notify Mary Valdivia for Red Bank PreK, Kara Crespo for Learning Tree, Suzanne Dice for Backpack Crew and Pastor Jessica Naulty for Church staff and others, when you are in the building and if you are sick or contracted COVID-19.

In any case where this item 3.7 conflicts with the policy *UMCRB SPRC Policy Regarding Illness Due to COVID-19*, the latter shall take precedence.

We appreciate compliance with these safety protocols and pray that we might be able to further our ministry without endangering any of our members or their extended families. Thank you in advance.

**Issue 1.0**

Initial Release

Approved by Church Council on June 22, 2020

**Issue 1.1**

Changed section 5 to remove detailed bathroom assignments.

Approved by Building Use Safety Committee on September 29, 2020

**Issue 1.2**

Added section numbers and other editorial changes

Allowed use of microwave in section 3.4

Added conflict statements in section 2 and section 3.7

Approved by Building Use Safety Committee on October 27, 2020