

# Re-opening Guidelines - New Hampshire Conference, United Church of Christ

(Revision: July 30, 2021)

## Introduction

In consideration of resuming “in the office” business operations the following set of guidelines are recommended to mitigate the spread of COVID-19 and keep Conference staff and visitors safe and healthy. These guidelines have been developed based on information provided by the New Hampshire Department of Health and Human Services Covid-19 Dashboard, Centers for Disease Control and Prevention, the NH Covid-19 Reopening Guidance from the Governor’s Economic Reopening Taskforce as described in the Universal Best Practices document (dated May 08, 2021) and the Covid-19 Liability FAQ, Covid-19 Phases, and Covid-19 Resource Guide provided by the Insurance Board.

While vaccination is widely believed to be one of the most important things that staff, tenants, visitors, and customers can do to protect our business, organization, and the surrounding community, these plans have been developed to implement effective, layered, mitigation strategies for controlling the transmission of COVID-19 while honoring the needs of everyone in our fellowship.

Throughout the re-opening process state and local trends should be monitored to determine if any modification is needed to continue to welcome everyone in a manner that feels safe. If the State-wide 7-Day Positivity Rate Rises above 3 %, the office will be closed to non-staff visitors again and will remain so until the Positivity Rate drops below 3% for a period of two weeks. Likewise, these guidelines will be updated as additional scientific evidence becomes available, including evidence related to new variants of the virus that causes COVID-19.

|                         |  |
|-------------------------|--|
| <b>Conference Staff</b> | <ul style="list-style-type: none"><li>• Ensure staff who are sick or display symptoms of COVID-19 stay home.</li><li>• Continue to allow staff the option to work remotely when feasible based on thoughtful consideration of the stewardship of their time and the travel impact on God’s creation when discerning the most effective times to be physically present in the office building and when to work remotely/virtually.</li><li>• Encourage staff to wear masks when physical distancing cannot be maintained. <b><i>Masks will be provided.</i></b></li></ul> |
| <b>Tenants</b>          | <ul style="list-style-type: none"><li>• Develop their own individual business guidelines.</li><li>• Have a current/updated rental agreement.</li><li>• Use of common areas in the building should be done with minimal overlap, physical distancing, and wearing masks when physical distancing cannot be maintained.</li></ul>  |

|   |   |
|---|---|
| <p><b>Conference Related Outside Groups and Organizations</b></p> | <ul style="list-style-type: none"> <li>• Ensure anyone who is sick or displays symptoms of COVID-19 stay home.</li> <li>• Keep a log of all visitors, including contact information, should they need to be informed of any potential exposure.</li> <li>• Gatherings should be limited to groups of 20 people or less</li> <li>• For the foreseeable future all large group gatherings (25+) should be conducted virtually.</li> <li>• Presence on-site should be done with physical distancing or wearing masks when physical distancing cannot be maintained. <b>Masks will be provided.</b></li> <li>• All Ministry, Mission Group meetings will provide the option for any attendee to participate remotely (via Zoom).</li> </ul>   |
| <p><b>Facilities Use/Rental Groups and Organizations</b></p>      | <ul style="list-style-type: none"> <li>• Ensure anyone who is sick or displays symptoms of COVID-19 stay home.</li> <li>• Keep a log of all visitors, including contact information, should they need to be informed of any potential exposure.</li> <li>• Gatherings should be limited to groups of 20 people or less, the maximum capacity to allow for safe physical distancing in in the Whittemore Room configured classroom style.</li> <li>• For the foreseeable future all large group gatherings (25+) should be conducted virtually.</li> <li>• At this time, the use of the kitchen has been discontinued for outside/rental groups.</li> <li>• Presence on-site should be done with physical distancing or wearing masks when physical distancing cannot be maintained. <b>Masks will be provided.</b></li> </ul> |
| <p><b>Preparation Tasks:</b></p>                                  |   |
| <p><b>Communication</b></p>                                       | <p>Notify local health officials if a person who has been in the building is diagnosed with Covid-19 and communicate with staff, tenants, and visitors about any possible exposure.</p> <p>Post on website, share in Weekly News as appropriate.</p>  |
| <p><b>Hygiene</b></p>   | <p>Post <a href="#">infographic from CDC</a> throughout the building.</p> <p>When feasible, consider conversion of high touch items to no-touch/touchless</p> <ul style="list-style-type: none"> <li>• Trash cans</li> <li>• Sanitizer dispensers</li> <li>• Toilets</li> <li>• Sinks</li> <li>• Doorknobs/handles</li> </ul>   |

|                              |   |
|------------------------------|---|
| <b>Cleaning/Disinfecting</b> | <p>Reorder a three-month supply of <a href="#">needed CDC/EPA approved products</a> before items are depleted.</p> <p>Individuals are responsible for cleaning high touch surfaces after each use. (<b><i>Gloves and disinfecting wipes will be provided</i></b>)</p> <p>The building is cleaned/disinfected twice a week by our professional cleaners.</p> <p>If someone who has been in the building is diagnosed with Covid-19, the building should be closed for 24 hours, then cleaned and disinfected by our professional cleaners before anyone returns.</p> |
| <b>Ventilation Systems</b>   | <p>Ensure ventilation systems are operating properly, increase circulation of outside air as possible by opening windows, using fans.</p>   |
| <b>Water Supply</b>          | <p>Ensure water systems are safe for use.</p>   |