



COVID-19 STAFF HEALTH POLICY CAMPUS WORK OR ALL ON-PREMISES ACTIVITY – PRIOR LAKE & SHAKOPEE CAMPUSES

This policy is a requirement for all staff of Friendship Church who are entering and occupying any part of either of the church's campuses. This requirement complies with CDC guidelines and is intended to help prevent illness from COVID-19 as well as the spread of infection due to the virus.

DEFINITIONS:

Infectious period:

The infectious period for COVID-19 starts 48 hours before someone's symptoms appear and lasts for 10 days after symptoms first appear. The infectious period for employees who test positive, but do not have symptoms, starts 48 hours before they were tested, until 10 days after the test date.

Close Contact:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Quarantine:

Keeps people who might have been exposed to the virus at home and away from others.

Isolation:

Keeps people who are infected with the virus away from people – even in their own home.

- It is required that you not enter Friendship Church facilities if you are feeling sick or have fever or chills. Seek medical advice and stay quarantined for 14 days.
- If you have had close contact with someone who has tested positive for COVID-19 but you have no symptoms, you are required to quarantine for 14 days. If you choose to get a COVID-19 test, you should do so near the end of your quarantine period for most accurate results. Keep your supervisor updated on your condition.
- If you experience symptoms commonly associated with COVID-19, you are required to take all of the following steps:
 - Not show up for work and notify your supervisor.
 - Self-quarantine and remain off Friendship Church property for 14 days.
 - If under any circumstances you have a confirmed case of COVID-19: (1) notify your supervisor and the Executive Director, (2) remain in a state of self-quarantine for a minimum of 14 days (3) to the best of your ability, provide to your supervisor and the Executive Director the names and contact information of staff and volunteers you have been in close contact with during the period beginning four (4) days before fever or symptoms related to COVID-19.
 - If you are a supervisor/ministry director, you will be expected to assist in the process for data collection of individuals defined as in "close contact" with your direct staff reports.

Refer to the following page for building use if cleared for work by your supervisor.



Staff who are healthy or otherwise cleared to work must continue to abide by the following:

- Enter the Prior Lake Campus only through the exterior door just outside the conference room and enter the Shakopee Campus only through the visitor door with key fob.
- When entering either building, use the hand sanitizer at the entrance just inside the door.
- Use the disinfectant spray and clean rags on the carts in both the office areas and Commons to wipe down any surfaces used.
- When using a room, wipe it down both before and after.
- Use the trash cans labeled dirty rags next to the carts to discard any used rags.
- Confine activity to only those areas necessary (office or designated room).
- All main doors and hallway doors are propped open when possible. Please leave them propped open in order to avoid unnecessary use of door handles.
- Avoid sitting, leaning and touching surfaces where there is no need to do so.
- In Prior Lake, use only the restrooms in the Commons adjacent from the Worship Center entry doors. In Shakopee, use only the upstairs restrooms.