



Cornerstone Lutheran Church (CLC) is committed to providing a safe environment for staff, volunteers and visitors. It is important that we have and follow a Health and Safety plan to protect ourselves and those with whom we come into contact. This plan was created with recommendations from the Centers for Disease Control and Prevention (CDC), Indiana State Department of Health, Indiana's Phased Reopening Model, and local ordinances of Indianapolis, Marion County and Hamilton County, as well as best practices for business.

Below are the Health and Safety guidelines for events held at any of our Cornerstone Lutheran Church facilities. All staff, volunteers and visitors are expected to follow these guidelines during their onsite events beginning the week of July 6, 2020. Please contact Craig Huffman at the church office if you have questions or concerns.

DAILY SELF-HEALTH SCREEN

All event participants should complete a self-health screen and temperature self-check before attending an event at any of our sites.

The purpose of the self-health screen is to proactively identify situations in which a participant must remain at home in an effort to mitigate the presence and spread of COVID-19 at CLC. The screen consists of the following four questions:

1. Have you tested positive for COVID-19 within the past 14 days?
2. Have you knowingly been exposed to an individual with a confirmed or suspected case of COVID-19 in the past 14 days?
3. Have you been asked to self-isolate or quarantine by a medical professional or public health official within the past 14 days?
4. Are you currently experiencing any of these symptoms (excluding those known to be caused by a medical reason other than COVID-19)?
 - Fever (100.4 or greater) or chills
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - Muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Vomiting and diarrhea

If you answered "yes" to any of these questions, or are experiencing any of these symptoms, STAY HOME.

SOCIAL DISTANCING

Keeping space between oneself and others is one of the best practices to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to keep a safe distance from others when possible, even if no symptoms are present. The way we move through our buildings, interact with friends, and conduct everyday work and life is far different than it was before COVID-19. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick.

Maintain 6 feet of distance between yourself and others at all times.

This includes meeting spaces, office spaces, kitchen areas, work areas, and hallways and stairways to the best of your ability. **If the elevator is needed, only one person is allowed inside at a time.**

Personal Workspaces

Please only use the spaces that were requested and approved by CLC's Facility Director.

FACE MASKS

Face masks or face coverings should be worn by all persons in CLC facilities when in the presence of others and in public settings (worship services, meetings, recordings, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others. Individuals can spread COVID-19 to others even if they do not show symptoms. **Note that the mask or cloth face covering is not a substitute for social distancing.**

Use and Care of Face Coverings/Masks:

Putting on the face covering/mask:

- Wash hands or use hand sanitizer prior to handling the face covering/mask.
- Ensure the face covering/mask fits over the nose and under the chin.
- Tie straps behind the head and nape of the neck or loop around the ears.
- Avoid touching the front of the face covering/mask throughout the process.

Taking off the face covering/mask:

- Do not touch eyes, nose, or mouth when removing the face covering/mask.
- Wash hands or use hand sanitizer immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable masks stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Disposable masks must not be used for more than one day and should be placed in the trash after each use.

HYGIENE and CLEANING

Handwashing

Wash hands often with soap and water for at least 20, seconds especially after having been in a public place, or after blowing one's nose, coughing, sneezing, or touching the face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

Cleaning

Cleaning supplies will be provided that meet the EPA's criteria for use against COVID-19. Use them to wipe down and clean all spaces and equipment used for the event.

This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). **Refrain from using equipment and spaces that were not requested and approved for your event.**

FOOD AND DRINKS

During this time of extra precaution, snacks and other food items will no longer be set out in a communal fashion in our classrooms or kitchen areas. You are encouraged to bring your own food or individually prepared food if necessary. Coffee machines and water will still be working and available.

MEETINGS

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using Zoom, Facetime, phone or other communication tools.

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. All attendees should wear a mask or face covering while sharing space in a common room.

VISITORS

All visitors are required to adhere to the health and safety guidance presented in this document. Face masks must be worn by all visitors, including contractors, vendors and suppliers. CLC will have signage posted on doors reinforcing these requirements.