

Office requirements based on COVID-19

As we continue to perfect needs in our office as related to COVID-19, I need to share some of the new restrictions in the office as we try to maintain a touch-free environment. We are trying to limit exposure for our staff and volunteers please be advised of these following rules:

- Anything that can be mailed should be mailed (*donations to the church, notes for the staff or other church leaders, please mail those items.*) We have a locked mailbox on the property. Any donations mailed will be safe until office Admin receives it. We also still have electronic giving as an option, (link found on our church website). NorthCoastUMC.org
- If you have something that cannot be mailed, PLEASE call the office 760-439-4099 This will assist in limiting people in the office at the same time or work in assisting in another method of touchless delivery. Thanks for your help and understanding.
- We ask that all visitors remain in the reception area.
- We need visitors to sign in on visits.
- Each staff member will have sole, exclusive usage of their computer
- Each staff member will have single, private usage of their phone system
- Wipe down copier following each usage. During the workweek, only Pastor/Office Admin can use the copier. If outside copies are needed they are to be requested of the Pastor/Office Admin.
- Only the office staff is allowed in the work area. If the need arises that committee members need access to specific areas, Pastor/Office Admin will open the door to that area. The committee member should wipe down any areas touched following their task.
- Pens in jars marked “used” and “unused” will be used if needed for a task. Pastor/Office Admin will clean the pens each day.
- Meetings in the Pastor's office- visitors will sit in the designated chair and the Pastor in his office chair more than 6 feet apart. The Pastor will close and open his office door for meetings requiring privacy.

-In times the office is receiving visitors, the office door will be braced open to limit surface touching.

-Masks are required in the office.

- **Equipment usage at times office staff is not available:** Computers and phones remain office staff usage only.

- Wipe down the printer before and after usage.

- If paper is required, please wipe down any door or drawer opened in the task.

Thank you for your understanding of these needs. As we continue to care for the needs of the church help us care for each other. These are new steps all intended to care for the community of our church and church staff.