

Bridge Church Office Protocols

- Anyone with cold-like systems must stay home.
- The maximum 50-person gathering is applicable and it is meant to allow for social distancing. If 6 feet cannot be maintained with 50 persons, then that number must be reduced accordingly- this number will be significantly smaller in the office space.
- Notifications are posted on all walls asking people not to sit at employee desks or touch their computers or equipment.
- Standard CDC notices are posted on walls and doors
- Sanitary wipes provided by the photo copier with a notification that it must be wiped down after each use.
- Similarly in the washrooms notification posted asking users to clean after each use ie. wipe the toilet handle, clean the taps and sink, the light switch and the door handles.
- Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means.
- Work spaces are arranged to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public
- If physical distancing is impossible, install barriers such as plexiglass to separate people
- Records should be kept of each event and who is attending. A visitor log has been established for staff to update as to all non-staff who enter the space. All visitors must sign-in at the entrance to the office, including a declaration that they are symptom-free
- Maintain up-to-date contact information for staff and volunteers.
- Facemasks must be worn upon entry in the office space. Disposable masks, along with hand sanitizer, are provided at the front door.