

COVID-19 Reopening Safety Plan

PRESBYTERY OF LONG ISLAND

42 Hauppauge Road, Commack NY 11725

631-422-7171

Mark Tammen - General Presbytery and Stated Clerk

Laure Vu - Office Administrator and Assistant to the Stated Clerk

Patrick J. Knight - Treasure

Charlaine Aspel - Executive Director of PRC and Presbytery Bookkeeper

Gloria Burgess – PRC Staff

PEOPLE

- Ensured 6 ft. distance between Staff, any time staff are less than 6 ft. apart from one another, Staff must wear acceptable face coverings
- Tightly confined spaces will be occupied by only one individual at a time unless all occupants are wearing face coverings
- Posted social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site
- No unscheduled visitors
- No in-person gatherings
- Staff in-person meetings will be held in open, well-ventilated spaces with appropriate social distancing among participants
- Established designated areas for pick-ups and deliveries, all asked to ring the doorbell and leave mail and deliveries outside

PLACES

A. Protective Equipment.

- Provided employees with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement.
- Limited the sharing of objects and discouraged touching of shared surfaces.

B. Cleaning

- Disinfectant wipes will be provided to every employee for their personal space
- Disinfectant wipes will be available for all doors handles that are used
- Provide and maintain bathrooms for Staff, including handwashing with soap, water, and paper towels
- Provide hand sanitizer where handwashing is not feasible
- The custodial crew will come twice a week to clean
- Maintaining a cleaning log of daily cleaning of frequently touch spaces (log kept with office administrator)

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C. Communication

- Posted signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Established a communication plan for Staff and essential visitors with a consistent means to provide updated information. <https://www.presbyteryofli.com/> 631-499-7171
- Maintain a continuous log of every person, including Staff and visitors, who may have close contact with other individuals at the office. (log kept with office administrator)
- If a worker tests positive for COVID-19, we will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

PROCESS

A. Screening and Contact tracing

- Self-health screening assessment before Staff begin work each day and any essential visitors and will be documented. Must be able to answer NO to all three questions to come to work.
 1. Have you had any COVID-19 symptoms in the past 14 days
 2. Have you tested Positive COVID-19 in the past 14 days
 3. Have you been in close contact with confirmed or suspected COVID-19 cases in the past 14 days

B. Contact tracing and disinfection of contaminated areas.

- Assessment responses will be documented and reviewed every day. (log kept with office administrator)
- Close the office for one week with cleaning before reopening.