REENTERING THE CHURCH WORKPLACE

EPISCOPAL DIOCESE OF EL CAMINO REAL

May 22, 2020
REGULATIONS

Each entity below may issue regulations, becoming more restrictive as list progresses

• Federal
• State
• County
• City
• Church
POINT IN TIME

• Regulations will change over and over

• This week just beginning of Phase 2 in many jurisdictions

• Keep abreast of changes
CALL TO REENTER

• Written policy distributed; ask employees to confirm will return
• Set date of return when regulations allow
• Designate person in charge of return policy
• Set expectations of changing workplace
• Staggered returns?
• Some continue work from home?
• Staggered shifts?
WORKPLACE CHANGES

• Cleaning needed and continued
• Site reconfiguration to allow distancing
• Facilitate handwashing
• Sanitizers
• Increase building air exchange
• Restrict use of shared items
• Greetings – distant, non-touch
WHO RETURNS/STAYS AT HOME

• Who continues work at home? For how long?
• Stay home if
  • COVID diagnosis within past 14 days
  • Exposed to COVID previous 48 hours
  • Exhibiting COVID symptoms
• Do not discriminate in recall according to age/other protected category
• Employee request for accommodation
• Honor request use accrued vacation or PTO – policy. No retaliation
HEALTH MONITORING

• EEOC/CDC allow employers to:
  1. Measure employees’ body temperature
  2. Conduct COVID-19 Testing
  3. Establish COVID-19 Protocols
  4. Request Medical Certifications

• Testing unreliable, scarce. Limited usefulness

• No guidance on asking directly if COVID diagnosis

• Small workplaces – self-screening may be most feasible
  • See form in materials
HEALTH MONITORING

• Procedures for all entering building
• Require face coverings – provide if employee needs
• No self-service food
• If do thermometer check – look for readings of 100.4 or up
• No need to maintain individual check records
• All specific health records maintained in separate employee medical file
• Individual situations change daily
HEALTH MONITORING

• If learn of COVID diagnosis, relate to others only in way to prevent direct threat to specific individuals. Weigh risks privacy and safety

• CA regulations – Employer has Injury and Illness Prevention Program. Changes needed?
SICK EMPLOYEE

• Tell sick employees stay home – 14 days without symptoms
• Sick employee symptoms (chart in materials) of COVID at work
  • Isolate until safe transit home
VULNERABLE EMPLOYEES

- Over 65 and long list underlying conditions
- Employer cannot bar vulnerable employee
- Employee obligation to inform employer need accommodation
- Try to learn need before opening
- Ascertain why accommodation needed
- Discuss reasonable accommodation
- Need for care of child on school vacation not sufficient for paid sick leave or emergency family and medical leave
- Be consistent
VULNERABLE/RELUCTANT EMPLOYEE

• Consider practicality of demanding return of fearful employee
• Employee refusing written offer return to work not eligible Unem. Ins. without good faith safety reason
• Failure to report on offer date reason for termination. But discuss, find reason, see if there is reasonable accommodation
WORKPLACE SUPPLIES

• Face coverings – have supply if employees don’t have own
• Water, soap, towels
• Hand sanitizers (70% alcohol or 60% ethanol)
• Disinfectant wipes (hard to find) alternative: paper towels sprayed with disinfectant
• Disposable gloves
• No-touch waste receptacles
SECOND WAVE

• Predictions of second wave
• Cross train employees
• Not over til it’s over
# SIGN IN FORM FOR CONTACT TRACING

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QUESTIONS & ANSWERS

• Contact Nancy Cohen, Vice Chancellor, ncohen@family.Stanford.edu
• Do all that is in the guidelines except the call to return.
• Do any of the guidelines apply to volunteers or unpaid staff? Yes.
• How do we enforce those who don’t keep social distance or wear masks as much as they should? Protocol becomes basis of employment.
• If our renters can't use the facility, is it legal to charge them rent? In residential real estate, it would not be legal.
• Newsom Exec Order N28-20 allowed localities to suspend evictions but said tenant still had obligation to pay rent and has 6 months to do so.
• Will the Diocese be able to procure masks, cleaning materials, hand sanitizer, and thermometers in bulk so individual churches can buy them from the diocese at a cheaper rate, perhaps? It’s not practical to do so.