**“In This Together”**

**Guidelines for the Health & Safety of the UB National Office Team**

COVID-19 has changed the dynamics of our lives and how we work together at the United Brethren National Office for the foreseeable future. But, we are in this together and together we will work to stay healthy and safe while each of us gives our daily attention to serve our churches, pastors, and missionaries. As we return to the National Office, appropriate guidelines have been established and will be placed into effect to ensure the personal well-being of our team members, our families and friends, and those we serve.

Note: this list is not exhaustive nor customized to any particular, underlying health issues that you might have. Therefore, let common sense guide us where there is no guideline, and let’s leave space for grace where knowledge is uncertain or unattainable. Appropriate changes will be made as new information becomes available.

1. **Maintaining Proper Spatial Distance**
2. Maintain 6-foot spatial distancing as you move about the office.
3. If you need to talk to a co-worker privately, do so in an office or conference room to keep spatial distance and have privacy.
4. The entrance doors will remain locked to outside traffic. Encourage guests to set up appointments.
5. If individuals need to drop off something at the UBNO, arrange for them to use the large, black mailbox by the warehouse steps near the loading dock. Marci or an Administrative Assistant will check this mailbox twice a day.
6. Arrange for delivery personnel to drop off packages at the door, i.e. FedEx, UPS, etc.
7. Limit 2-4 persons in the breakroom and 2-3 persons to the picnic table during morning (10:00-10:20am) and afternoon (2:30-2:50pm) breaks. As the weather permits, team members are encouraged to take walks outside or sit in lawn chairs if gathering as a group of 4 or more.
8. The Thursday “Weekly Connection” will continue via ZOOM from our offices and work stations. Administrative assistants are free to use the individual conference rooms.
9. **Maintaining Good Health Awareness**
10. Do not come to work if you show any signs of personal sickness, i.e. coughing, fever, upset stomach, etc.
11. Masks will not be required, but everyone will be given two masks to use if they so choose.
12. Wash your hands several times/day for the recommended 20 seconds.
13. Hand sanitizer stations are set up throughout the building for you to use as needed.
14. Do not exchange physical greetings, i.e. handshakes, fist or elbow bumps, hugs, etc. Administrative assistants may communicate this guideline with guests that schedule appointments with a director.
15. Each team member is responsible for handling and disposing of their own recyclables. The three bins behind the break room door will be removed for the foreseeable future.
16. **Cleaning Work Areas and Equipment**
17. Each team member is responsible for cleaning their own work area at the end of each workday, i.e. desks, computer screens, keyboards, mouse, phones, etc. (No harsh chemicals can be used on the computer screens).
18. Wipe down all workroom and break room equipment after each use, i.e. copiers, postage machine, hole punch, coffeemaker, etc. Each team member will be provided two microfiber cloths for this purpose.
19. Do not touch another team member’s work area or equipment.
20. Do not share your equipment with other team members, i.e. pens, pencils, staplers, etc.
21. If using the mission vehicles, please wipe down the steering wheel, door handles, and anything else you have touched with a disinfectant wipe.
22. Be mindful of the fact that some of our team members are sensitive to chemical smells.
23. **Guidelines for Interstate Travel**

Team members may travel from state to state, but must:

1. Consult with local pastors and/or community websites to determine what mandatory guidelines are in effect, i.e. COVID-19 cases, travel bans, facemasks, etc.
2. Consult with local church leaders to make sure they are comfortable with you being physically present. If not, continue to use phone or videoconferencing to connect and consult.
3. Self-quarantine for the recommended timeframe if knowingly intersected with someone who is COVID-19 positive.
4. **Guidelines for International Travel**

Team members will not travel internationally until:

1. Restrictions on travelers from the United States are lifted.
2. Levels of Coronavirus in the destination country present minimal risk.
3. Other factors could include the availability of testing for immunity and of a vaccine.
4. Until the virus is eradicated, those traveling internationally by air must self-quarantine for 14 days upon return.