

First Unitarian Portland Safe Workplace Policy During COVID-19 Pandemic

In accordance with the Oregon Governor Kate Brown's Executive Order 20-12, First Unitarian Portland implements this Safe Workplace Policy for the duration of the order. Kathryn Estey, Church Administrator, (kestey@firstunitarianportland.org, 503-228-6389x122) is the designated contact person for the church policy.

This policy is shared with all employees and essential volunteers for the ongoing operation of essential church services. Those services include providing on-line worship service, pastoral and material needs-based outreach to our congregants, safeguarding the church's physical campus, as well as community emergency response through our justice and service programs.

Working from Home

- All staff/essential volunteers who are able to conduct their work from home should do so.
- Any staff/essential volunteers who come to the office for any reason must follow the "Work on-campus at First Unitarian Portland" requirements listed below.

Work on-campus at First Unitarian Portland

- Any essential employees/volunteers who have a cough, fever or other symptoms of illness will remain at home and not come to the church campus. Sick staff must quarantine themselves for 14 days. They will let the Church Administrator know that they are sick. Any employee who has a cough and who has an essential need to come to the office should wear a face mask.
- Employees and volunteers will maintain a physical distance of at least six feet at all times to adhere to CDC "Social Distancing" policies.
- No more than 10 people will be in the same "workspace" at any one time. We are a large campus, with four connected buildings taking up a city block. For the purposes of this policy, "workspace" refers to any space on the campus in which six feet (6') of physical distance between individuals can be maintained. Workspaces include:
 - the church offices, kitchen and RE Workroom
 - the Sanctuary
 - the Sanctuary chancel and the upper level of the Sanctuary are two separate workspaces since they are some distance apart
 - the Buchan Building kitchen and sexton office
 - all other large meeting rooms
 - Eliot Chapel
 - Daisy Bingham, Margaret Fuller and Buchan Reception Halls;
 - classrooms
 - Buchan Atrium
- Before and after using any church equipment or facilities, employees and volunteers will wash their hands for at least 20 seconds with soap and water as well as disinfect the equipment/surfaces they touch.
 - Disinfectant wipes are in the office kitchen, in the RE Workroom, and in each of the classrooms.
 - The facilities staff/sextons, also have a supply of disinfectants.


- This video gives clear instructions for how to handle any foreign objects brought into the workspace (including mail, deliveries, etc.)
<https://www.youtube.com/watch?v=sjDuwc9KBps&feature=youtu.be>
- Anyone on campus must assume that anything they touch could have been contaminated with the novel coronavirus and should therefore practice not touching their face without washing their hands.

Deliveries to First Unitarian


- Mail and deliveries will be made with the following protocol. Staff receiving the delivery will bring the mail/delivery inside.

DELIVERIES (mail, UPS, etc.):

Due to the coronavirus, we have limited staff on duty. Deliveries accepted Monday thru Friday, 9 a.m. to 4 p.m.



Step 1. Ring this doorbell. If no answer, ring again, and be a little patient. Staff member might be coming from a far-away point in the office. If no answer after a minute or two, go to Step 2.



Step 2. Press the bell icon on the keypad. This will notify a staff person who is elsewhere on the church's block of buildings. Again, please be patient. That staff member will come right away ... but it may be 3-4 minutes.

- While handling mail and deliveries, staff will wear gloves. Once the packages/mail have been opened, staff will wash their hands for a minimum of 20 seconds with soap and water.