

St. Mark Presbyterian Church, Boerne, TX
2020-2021 COVID-19 Handbook Agreement
as of 11/25/20

The Session of St. Mark is committed to providing a safe environment for those that work, worship, fellowship and play on campus. To ensure that we are providing our families and staff with a safe environment and doing all we can to curtail the spread of COVID-19, the Session puts forth these COVID-19 related policies. These policies comply with those recommended by the Centers for Disease Control and Prevention, Texas Health and Human Services and the City of Boerne. These policies are subject to change if one of the above-named agencies or other governmental authorities change their guidelines or the St. Mark Session otherwise believes that changes are warranted. Such changes will be communicated to those that use our facilities. The Early Learning Center has developed a separate COVID-19 policy.

After reading the policies contained within, please sign the agreement and acknowledgment form attached and return it to the St. Mark Office Administrator, Naomi Koudouris.

HEALTH PROTOCOLS FOR ALL INDIVIDUALS ACCESSING THE CAMPUS:

- **It is crucially important that any individuals accessing the campus who are experiencing flu-like symptoms not come on campus and/or leave as soon as they are experiencing any of the COVID-19 symptoms including: cough, shortness of breath or trouble breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.0 degrees F, or known close contact with a person who is lab-confirmed to have COVID-19.**
- Individuals with new or worsening signs or symptoms listed above or who have been tested positive for COVID-19 shall not return to campus until they have received a negative COVID-19 test. St. Mark staff and visitors shall show a copy of the negative test to the Office Administrator before returning to campus.
- Individuals with known close contact to a person who is lab-confirmed to have COVID-19 are not allowed to return to campus until the end of a 14-day self-quarantine period from the last date of exposure. It is the responsibility of the person who is lab-confirmed to have COVID-19 to notify those with whom they have had close contact of their positive test. The Office Administrator shall be informed of all Covid-19 positive tests of building users.
- Close contact is defined herein as being closer than 6 feet of a COVID-19 positive person for a total of 15 minutes in a 24-hour period.
- All individuals accessing the campus shall sign in and wash or sanitize their hands upon entering a building.
- Individuals should maintain at least 6 feet separation from other individuals. If such distancing is not feasible, then other measures including face covering, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.
- Individuals shall wear face coverings (over nose and mouth) when in the presence of others. The coverings may be temporarily removed for the purpose of leading worship and classes or eating or drinking. Face coverings are encouraged but not required for children under 5 years old.

The Cleaning Process:

1. Every building user should use the disinfectant wipes to wipe down the surfaces they have touched. These surfaces should then be sprayed with the disinfectant and allowed to air dry. Wipes and disinfectant can be found at the sign-in stations by the entry doors.
2. All trash cans and waste baskets shall be emptied and disposed of in the dumpster on the north side of the FLC.
3. When the building is entered by St. Mark staff, the doors shall be opened and the room allowed to ventilate before and during cleaning.
4. Wash your hands for at least 20 seconds with soap and water.
5. Put on disposable gloves and face coverings.
6. Dust the space and sweep or vacuum the floor.
7. Clean all hard surfaces with soap and water.
8. Re-line waste baskets and trash cans.
9. Sanitize all high-touch areas with spray chemical disinfectant (doorknobs, light switches, cabinets) by spraying these surfaces and allowing to air dry.
10. Replenish all cleaning and sanitation supplies.
11. Remove and dispose of gloves as you exit a room. If other buildings to be cleaned, reinstall clean gloves.

Food and Drinks:

1. No food or drinks shall be self-served.
2. All food and drinks shall be consumed while seating and socially spaced at least 6 feet apart.
3. Individuals may remove their masks while eating and drinking but shall re-mask as soon as possible.
4. Servers shall wash their hands for at least 20 seconds and put on gloves and wear face coverings before serving.

Sports:

1. Everyone who enters the building shall sign in.
2. Maximum of 50 individuals inside the gym at one time (includes players, coaches, spectators, officials).
3. 1:1 ratio; 1 spectator (parent) per player allowed to attend.
4. Everyone will be temperature checked upon entry and will not be allowed indoors if they have a temperature in excess of 100.0 Deg F. If one check shows slightly in excess of 100.0 Deg F, the individual may leave and return for retest.
5. Everyone must be wearing a mask upon entry into the building.
6. Everybody entering the building shall wash their hands or use the provided hand sanitizer.
7. All spectators must wear masks the entire time while inside the facility; players, coaches, officials while on the court do not have to wear masks.
8. Teams enter through one entrance and exit through another exit only. Waiting teams/games will not be allowed inside the facility until the previous teams/spectators have exited.
9. All people bring their own water.

10. Every building user should use the disinfectant wipes to wipe down the surfaces they have touched. These surfaces should then be sprayed with the disinfectant and allowed to air dry. Wipes and disinfectant can be found at the sign-in stations by the entry doors.
11. All trash cans and waste baskets shall be emptied and disposed of in the dumpster on the north side of the FLC.

Monitoring:

Prior to each new group's use of the facilities, a representative of the group shall meet with a designated St. Mark staff member or volunteer to review the obligations of the parties to comply with this Agreement.

Additionally, a St. Mark representative should spot check the groups compliance of this Agreement.

If terms of the Agreement are not being followed, St. Mark reserves the right to cancel the agreement.



St. Mark Presbyterian Church, Boerne, TX

COVID-19 Handbook Agreement and Acknowledgement Form

By signing below, you are acknowledging that you have received the COVID-19 Handbook and agree to abide by the policies as presented.

Organization _____

Position/Title _____

Signed by (Printed) _____

Signature _____

Date _____

as of 11/25/20