

## **Synod Office Protocols for Admitting Visitors and Receiving Deliveries**

### **Visitors**

Visitors may only enter through the front door or, if they have a meeting in the Trendell Lounge, through the Trendell Lounge door. No visitors are to be admitted via the back door.

If a visitor enters through the Trendell Lounge door, he/she/they will need to complete a health check and contact tracing form which the Building Manager will leave on the chairs in the Trendell.

When making the appointment with a visitor, instruct the visitor to call you when he/she/they arrive and to plan to meet you at the front door. Explain to them that they will need to:

- Be wearing a mask to enter
- Wait on the marked spot near the fence as you open the door.
- Wait for you to open the door and fix the foot so that the door stays open.
- Wait for you to step back inside at a physical distance before they enter and wait in the Foyer.
- Wait for you to close the door.

Once in the foyer, the visitor, physically distanced from the employee, will need to:

- Confirm that they meet the health criteria to enter
- Sanitize their hands before entering farther
- If they are to be supplied with a new mask, to don the mask before entering farther
- Provide the employee with their contact information in case contact tracing is needed.

Visitors for meetings are allowed to use the bathrooms in a one-at-a-time fashion and must sanitize the bathrooms after their use.

Visitors will not be offered coffee or tea when they visit the Synod Office.

### **Deliveries**

When receiving deliveries at the front door, the employee should

- Ask the delivery person to wait on the marked spot (physically distanced) near the fence when you open the door.
- Give the delivery person your name, if required, by the delivery company
- Ask the delivery person to leave the package by the door
- After the delivery person has left, pick up the package and bring it inside, being sure to sanitize hands after handling