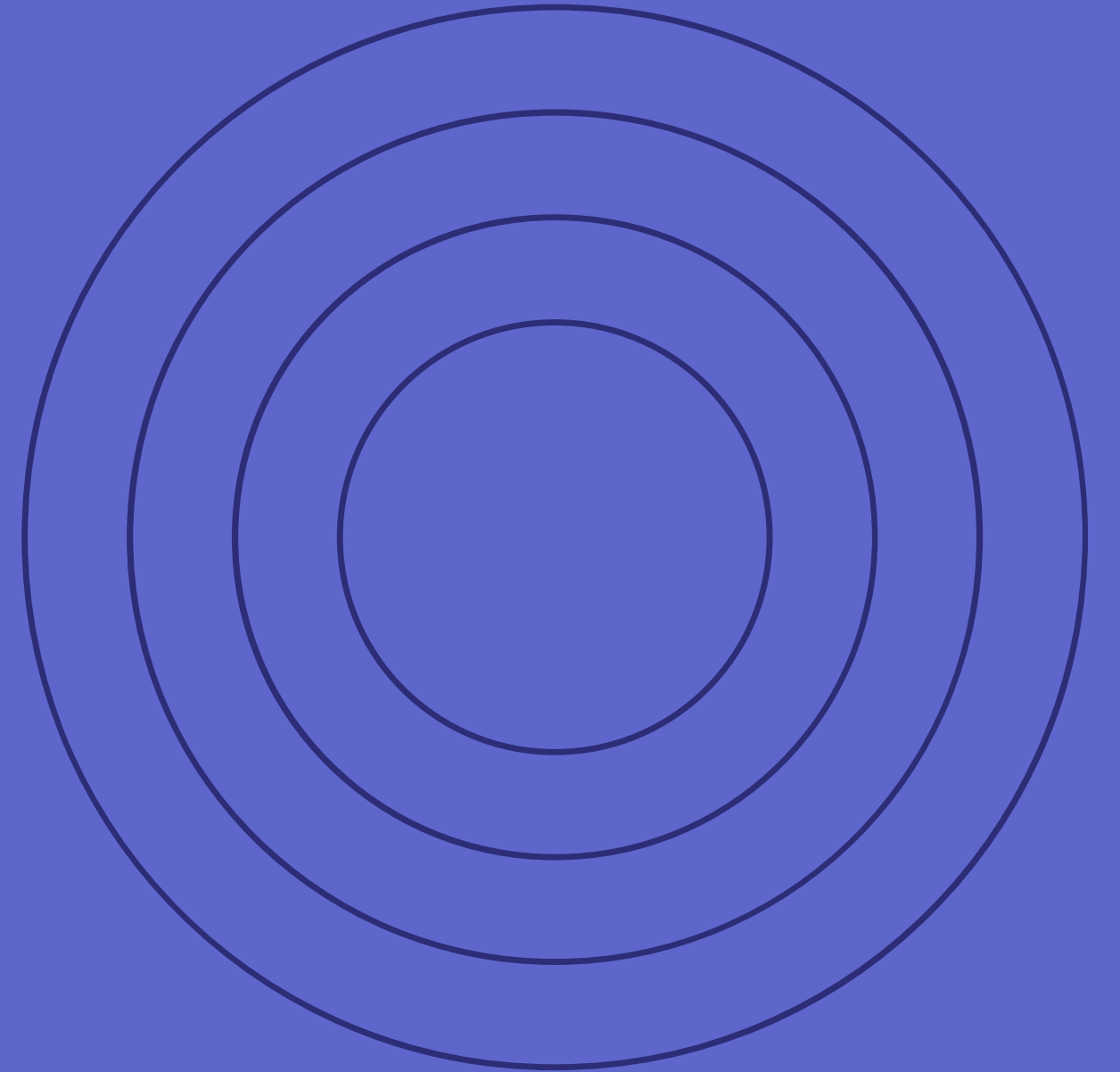


Mount Cross Lutheran Church

COVID-19
Office Training



What is COVID-19?



COVID-19 is a disease caused by a fast-spreading virus known as coronavirus (SARS-CoV-2).

It leads to respiratory illness, and symptoms can range from mild to severe, with some carriers showing no symptoms.

While there is no vaccine for coronavirus, the best way to protect yourself from contracting it is to avoid exposure.

Who is at risk for COVID-19?

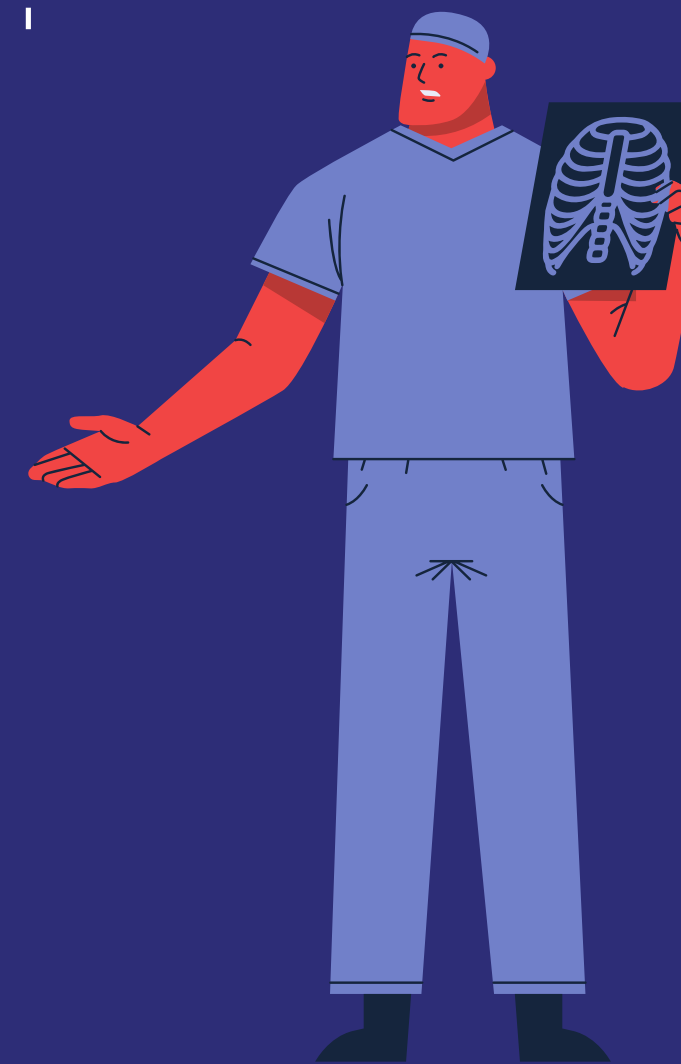
Everyone is at risk for COVID-19

Those who are over the age of 75, are immunocompromised, or have pre-existing medical conditions, such as asthma, diabetes, or heart disease, are at higher risk for complications if they contract the virus.



What are the symptoms of COVID-19?

- Frequent cough
- Fever
- Difficulty breathing
- Chills
- Muscle pain or headache
- Sore throat
- Recent loss of taste or smell



If you experience any of these symptoms or if you or someone you live with has been diagnosed with COVID-19, even if you have no symptoms, please do not come to Mount Cross.

What should you do if you get sick with COVID-19?

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.

When should you seek emergency medical treatment?

If you or someone you are in contact with is showing any of these signs, seek emergency medical care immediately.



- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Mount Cross Office Policies

While the Mount Cross office is reopening for its regular hours, this does not mean it is open in the same way it was before the pandemic.

As followers of Christ, it is our responsibility to look out for the health and safety of those around us. While some people may find these policies extreme, they are the best way to ensure the protection of those around us while allowing the office to be open for those who need it.

These policies have been developed in accordance with official State and County guidelines as well as recommendations from the CDC. Anyone who is unwilling to follow these policies will not be permitted in the Mount Cross office.

Mount Cross Office Policies



- Visitors are not permitted unless agreed upon in advance with any of the regular office staff (Pastor Julie, Joe, or Carina).
- All visitors and employees must record when they are in the office using the sign in sheet to the left of the entrance.
 - Your privacy is very important to us. This information will only be used to identify who may be at risk and who should be informed if a visitor or employee develops symptoms of or tests positive for COVID-19, so they may respond accordingly. Personal information will not be shared.

Mount Cross Office Policies

- Facial coverings must be worn in common spaces when physical distancing (6 feet or more) is not possible. Facial coverings should be thoroughly cleaned after each use.
- All equipment must be sanitized after use. This includes but is not limited to phones, keyboards, each computer mouse, the copy machine, office supplies such as staplers and hole punches, and bathroom objects.
- Visitors and employees are to wash or sanitize their hands after every instance of touching shared equipment.



Mount Cross Office Policies



- Visitors and employees are to wash or sanitize their hands after every instance of touching their face or facial covering.
- Visitors and employees are to avoid physical contact.
- If you are exhibiting any symptoms of illness, please do not enter the Mount Cross office or sanctuary.
- If you develop any symptoms within two weeks of being in the Mount Cross office or sanctuary, please inform the Office Manager.

The Importance of Hand Washing

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

What is social distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Be consistent - follow social and physical distancing guidelines both at work and off work time.



The Importance of Physical Distancing

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms.

Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

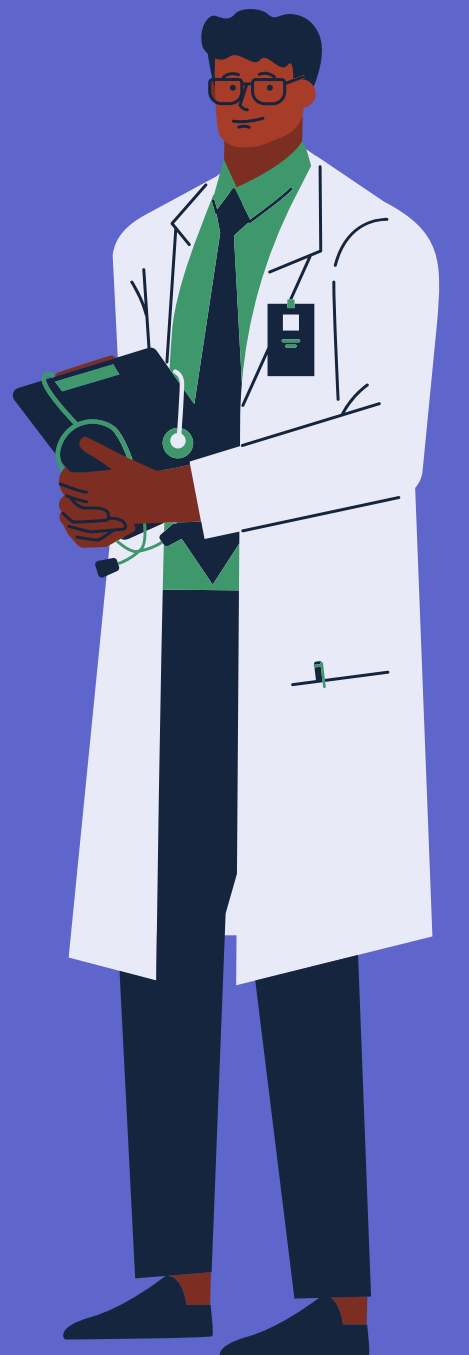
These policies and procedures will go into effect on June 8, 2020, when the office officially registers as reopen with Ventura County Public Health officials.

Coronavirus Hotline: 805-465-6650

COVID Compliance: 805-202-1805; covidcompliance@ventura.org

For additional information and resources, please visit vcemergency.com or cdc.gov/coronavirus

Mount Cross cares about you. If you need any assistance, please call the office at 805-482-3847 or email office@mountcross.com.



Thank you

