**Great Marriages Guidelines for re-opening offices**

**Employees health & hygiene:**

* Employees who have a fever or other symptoms of COVID-19 will not be allowed to work in the building (see screening questions from Prevea Health that Vollrath is using)
* If an employee exhibits symptoms, they will be required to work remotely for 14 days.
* If an employee tests positive for COVID-19, they will be required to work remotely and follow the local public health department guidelines for returning to work.

**Volunteer health & hygiene:**

* Volunteers who have a fever or other symptoms of COVID-19 will not be allowed in the building until they have quarantined themselves for 14 days.
* If a volunteer tests positive for COVID-19, they will be required to follow the local public health department guidelines for returning to our building.

**Face masks and cloth face coverings:**

* When social distancing is not possible, it is recommended that employees and visitors wear cloth face masks (cloth masks provided until supplies last)
* If visitors will not be able to stay 6 feet away from others, it is recommended that they bring their own face covering.

**Social Distancing:**

* Whenever possible, maintain a six-foot distance between individuals.

**Sanitization:**

* Great Marriages has 2 bathrooms with soap and water available to wash hands.
* Hand sanitizer available
* Disinfecting spray with dry wipes available for use before/after mentor sessions in mentoring rooms
* Employees will wipe door handles/bathroom fixtures with disinfecting wipes 2-3 times/day
* Building will be professionally cleaned every other week (or weekly, depending on events held in building once we are fully re-opened)

**Signage:**

* Post signage at entrance and in bathrooms reminding visitors:
	+ exit the building if they are having any COVID-19 symptoms
	+ social distancing recommendations (6 ft apart) are in place in the building
	+ hand washing recommended upon entering
	+ Great Marriages welcomes you, but you have come here on your own volition; therefore, you hereby agree to hold Great Marriages harmless for any illness that you may have contracted before, during, or after your visit to Great Marriages’ premises.
* Post signage in mentor rooms regarding:
	+ Please wash hands before starting mentoring sessions
	+ sanitize the area to protect others and ourselves when done using the room
	+ social distancing recommendations (6 ft apart) are in place in the building
	+ Great Marriages welcomes you, but you have come here on your own volition; therefore, you hereby agree to hold Great Marriages harmless for any illness that you may have contracted before, during, or after your visit to Great Marriages’ premises.

**Scheduled events:**

* Phase One allows for 10 people in any given space. We will not hold events in the building during Phase One.
	+ Our June and July events are Love on the Beach, which are held outside, so we will keep those on the schedule.
* Phase Two allows for 50 people in any given space. Our next event in the building is scheduled for 8/22, so we will follow the guidelines and if we are not in Phase Two by then, will try to do the event online.