

# Church Office Hours

The Aldersgate United Methodist Church Office will be open beginning July 13, 2020 during the hours of 9am – 1pm. You can still reach our Staff members by phone Monday – Thursday from 8am – 4pm but someone will be in the office Monday – Thursday from 9am – 1pm.

We ask that all Staff, Church Members, and Visitors follow a few guidelines:

- 1). Wear a face covering/mask when coming the office (Asbury Building).
- 2). Practice Social Distancing.
- 3). Staff member should take their temperature upon arrival at work. A reading below 100.4F is acceptable per CDC guidelines. If you are running a fever, leave the premises and call your supervisor immediately.
- 4). Anyone coming into the Church office (Asbury Building) should use the lobby door entrance only and wait there until a Staff Member opens the door for them.
- 5). Once in the lobby, sign in with your name, date, phone number and who you are visiting. Also use the thermometer provided to check your temperature. A reading below 100.4F is acceptable per CDC guidelines.
- 6). Do not come into the office (Asbury Building) if you have been running a fever or feel sick.
- 7). Only 2 people in lobby area of office at a time (unless all are from same household).
- 8). Wash hands or use hand sanitizer before entering the building and after leaving the building.

**If you have a key to the office area and must come in after hours, please come in the office lobby door (Asbury Building) and fill out the check-in sheet with name, date, phone number and check your temperature.**

Please make an appointment in advance with the person you need to see, if possible.

By following these basic guidelines, we can help keep you and our Staff Members safe. We will keep the revised hours schedule until further notice.

Thank you,

Staff Parish Relations Committee

Approved by Church Council July 20, 2020.