

## **Guidelines for Re-Opening KBC Baptist Student Centers**

The following guidelines have been established by the Kentucky Baptist Convention for the use of Baptist Student Centers to protect the health and safety of students, KBC staff, campus ministry workers, and guests during the COVID-19 pandemic. Baptist Campus Ministries (BCM) will be expected to practice social distancing measures and follow CDC guidelines at Baptist Student Centers and at all BCM events and activities. The following guidelines are being implemented to address any concerns of staff, visitors, students, parents, or family members.

The Regional Campus Minister serves as the safety officer and will designate a safety team at their respective Baptist Student Center facility. The duties of the safety officer and team will be to observe all persons and address instances when protocols are not being followed, i.e. social distancing.

### **Building Hours of Operation**

- Baptist Student Center hours of operation are set by the Regional Campus Minister of each respective campus.
- Baptist Student Center hours will be clearly communicated to all BCM student leaders and posted on the main entrance of the BCM building.
- During hours of operation, the Regional Campus Minister may choose to limit access to parts of the building for cleaning and sanitation purposes.
- BCM events that occur outside of the designated hours of operation must be approved by the Regional Campus Minister.

### **Entrance & Exit**

- During hours of operation, each Baptist Student Center utilize one door for entering the building and a separate door for exiting the building.

### **Hospitality/Greeting**

- Upon entering the Baptist Student Center, every person must have their temperature checked. Students with a temperature of 100.4 degrees or higher will not be permitted to enter. Please follow the guidelines of the university. Anyone with a temperature of 99.5 should be rechecked every 1-2 hours throughout the day. See CDC link below: <https://www.cdc.gov/quarantine/maritime/definitions-signs-symptoms-conditions-ill-travelers.html>.
- Upon entering the Baptist Student Center, persons will complete an approved KBC check-in form (see attached) with their contact information including name, phone number, and email. The method of recording contact information will be decided by each Regional Campus Minister of each respective campus.
- Visual Check: This will be completed by those checking temperatures as listed above and will include signs of respiratory difficulties, cough, blueish lips, or face, etc. If any person is viewed to have any visual symptoms, please follow procedure in bullet one of this section. The Regional Campus Minister shall be notified by the volunteer check-in person.
- Hand sanitizer will be made available at each entrance and throughout the Baptist Student Center.

- All BCM student leaders involved in the hospitality/greeting process are required to wear a mask.
- All persons entering the Baptist Student Center will be expected to wear a mask in common areas and anywhere social distancing cannot be practiced (i.e. smaller meeting rooms).
- The Baptist Campus Centers must have furniture set for appropriate social distancing.
- The kitchen can only be used by authorized personnel.
- Water fountains will not be available for use during COVID-19.

### **Protocol for Case of Infection in Baptist Student Center**

- In the circumstance a positive test is confirmed from a person who has entered the Baptist Student Center, all persons in the building will evacuate immediately and the Regional Campus Minister will report the case to the respective university and the KBC associate executive director for convention operations. The building will be on lockdown until proper CDC sanitation procedures are followed to clean the facility.
- The Regional Campus Minister will utilize their tracking system, with contact information from check-in, to notify each person who may have been exposed.
- All university guidelines for COVID-19 will be followed.

### **Meetings/Events**

- During this phase, virtual meetings are encouraged.
- Social distancing must be maintained during in-person Baptist Student Center meetings/events.
- Attendees of worship gatherings at the Baptist Student Center must always wear a mask and practice social distancing.
- If chairs and/or tables are used at a Baptist Student Center event, they must be appropriately distanced per CDC guidelines for the duration of the event.
- Volunteers will be in place to regulate the entryway to an event so that overcrowding does not occur.
- All restrooms and areas of high use will be cleaned after each gathering with CDC approved disinfecting products that kill the COVID-19 virus.
- Every room in which a meeting occurs, including small group meetings, will be cleaned after that meeting with CDC approved products to ensure readiness for the next meeting.
- To maintain social distancing guidelines, each regional campus minister will approve meeting room capacity limits for each of their respective Baptist Student Centers.

### **Cleaning Schedules**

- Baptist Student Center cleaning schedules will be set by the Regional Campus Minister of each respective campus following the outlined CDC guidelines for cleaning and disinfecting public spaces per the CDC link below:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- Baptist Student Centers will be cleaned with CDC approved disinfectant products that kill the COVID-19 virus. See CDC link below: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Restroom Usage Guidelines
  - One person at a time will be allowed in each restroom.
  - As you enter, use the dead bolt to lock the outer door.
  - Hand sanitizer should be used upon entry.

- Sanitizing wipes should be used to clean any surface with which you come in contact.

### **Building Rental to Outside Organizations**

- Utilization of the Baptist Student Center by outside groups will not be allowed during this phase. Only churches that have been utilizing the campus facility may continue such use.
- Churches that utilize the Baptist Student Center must sign the KBC Facility Usage Agreement form and provide a current copy of their organization's certificate of insurance.
- Churches that utilize the Baptist Student Center must abide by the rules and regulations set forth by the KBC, under the direction of the Regional Campus Minister, in regard to safety, cleaning, and CDC guidelines related to COVID-19.

### **Residents of the Baptist Student Centers**

- It is recommended that residents use a private entrance (excluded from public use) if one is available.
- It is recommended that residents follow CDC and campus guidelines, as set forth in this document, for public health, including social distancing and personal cleanliness.

### **Food Preparation/Serving**

- Only box lunches provided by a caterer/restaurant or prepackaged foods may be served at the Baptist Student Centers.
- All persons involved in handling the containers in which food is served, wear gloves and a mask covering both the mouth and nose.

### **Outdoor Usage**

- Events should be held outdoors when possible.
- Check-in tables, info tables, merch tables, etc. for events be placed outdoors while practicing social distancing. Volunteers working the tables must wear masks and gloves.
- Social distancing must be observed by all persons attending a BCM event.

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