

The Episcopal Diocese of Central New York COVID-19 Employee & Visitor Protection Plan

Last updated August 2, 2021

The purpose of this plan is to protect employees of the Diocese of Central New York, and visitors to the diocesan offices, against exposure and disease due to COVID-19. This plan was last updated on August 2, 2021 and is in effect until further notice or until modified.

The following protocols will be observed by all individuals when in the diocesan offices:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Individuals should remember to:
 - a. Exercise coughing/sneezing etiquette;
 - b. Wear face coverings as appropriate; and
 - a. Wash hands properly and often.
2. **Face Coverings:** Employees and visitors to the diocesan office must wear face coverings at the diocesan office in accordance with CDC guidelines.
3. **“Stay at Home Policy”:**
 - a. If an employee or visitor develops symptoms of an infectious disease, the employee or visitor should not be in the diocesan office and should seek appropriate medical care.
 - b. If an employee or visitor has recently been exposed to an individual known to have COVID-19 or exposed to an individual displaying symptoms of an infectious disease, the employee or visitor should conduct business remotely until reasonably assured that they will not transmit the disease to other employees or visitors.
4. **Limit on In-Person Gatherings:**
 - a. There shall be no gatherings of more than five individuals in the small conference room in Suite 200.
 - b. There shall be no meetings of more than ten individuals in the large conference room in Suite 250.
 - c. There shall be a limit of nine total visitors to the diocesan office at any one time (in addition to staff), subject to the restrictions on meeting size above.
5. **Travel:** There are no restrictions on travel or in-person gatherings outside the diocesan office for employees who are fully vaccinated against COVID-19 and who follow the CDC’s infection prevention protocols.