

DIRECTORS:

Staff Health

- ☐ Conduct employee wellness checks at the start of each shift to ensure employees do not show COVID-19 symptoms
- ☐ Encourage and support a “stay home when you are sick” strategy
- ☐ Follow the response plan for employees who report or demonstrate symptoms while at work
- ☐ Masks shall be required when away from your workstation, interacting with others or guests

COVID-19 Screening Symptoms

- Fever of 100.4F, or greater
- Loss of smell or taste
- Shortness of breath
- Difficulty breathing
- Cough
- Chills or repeated shaking
- Muscle pain
- Headache
- Sore throat
- Diarrhea or nausea

Workplace Health

Social Distancing Mandate

- ☐ Everyone must maintain 6ft distance from others
- ☐ Workstations are a minimum of 6ft apart
- ☐ Identify outdoor area, with seating available, for individuals to wait for medical transport – should not be near frequent foot traffic areas

Reduce Contact Points

- ☐ Maintain an employee/facility contact sheet in the event a contact tracing exercise becomes necessary
- ☐ Restrict vendors and deliveries from entering the building – establish a package drop off point outside of the building and require deliveries to be received there

Ensure a Clean Workspace

- ☐ Conference rooms should be cleaned and sanitized after every use
- ☐ Ensure thorough cleaning of shared surfaces throughout the facility – special attention should be paid to “high touch” surfaces (e.g. doorknobs, light switches, phones, handles, etc...)

EMPLOYEES:

Practice Personal Health Safety Measures:

- ☐ Wear a mask at work
- ☐ Avoid touching eyes, nose, and mouth
- ☐ Wash hands frequently, with soap and water, for at least 20 seconds
- ☐ Use alcohol-based (at least 60% alcohol) hand sanitizer when hands are clean, or when soap and water are not available
- ☐ Practice social distancing at work – maintain 6ft distance from others
- ☐ Sanitization of work areas should be done at least twice daily
- ☐ Keyboards, mouse, calculators, phones, doorknobs, other frequently touched areas.

Reduce the Number of In-Person Meetings, Even When at the Office

- ☐ Use Microsoft Teams for video or phone conferencing when possible
- ☐ Phone, email, or other virtual meeting services when appropriate
- ☐ Avoid congregating - more than five (5) employees in one area is not permitted
- ☐ In situations where more than one person needs to meet, maintain 6ft distance at all times
- ☐ Limit all meetings to no more than 5 individuals, total, and ensure appropriate spacing is available to ensure safe social distancing practices

DEPARTMENTS WITH WAITING AREAS:

- ☐ Require all visitors to wear a face mask
- ☐ Add acrylic/polycarbonate sneeze guards at guest reception desk
- ☐ Waiting outside the facility:
 - Provide signage indicating a number to call and check-in with staff when guests reach the facility
 - Encourage individuals to wait in their cars (when appropriate)
 - Call individuals when it is time for them to enter the facility
 - Ensure clear signage is in place to direct individuals where they should go upon entering the facility
- ☐ Waiting inside the facility:
 - Ensure clear signage is in place to direct individuals where they should go upon entering the facility
 - Sign-in sheets will be filled out by receptionists, not the visitors
 - Space chairs 6ft apart; visitors will not be permitted to move chairs
- ☐ Frequently clean and disinfect contact surfaces in the lobby
- ☐ Ensure hand sanitizer is available for individuals
- ☐ Utilize the signage provided post in clearly marked areas:
 - Internal signage to remind employees of guidelines
 - External signage to inform visitors of guidelines