

FAAST – COVID-19 Office Guidelines

Update May 14, 2021

The following guidelines will be used to help ensure safety and minimize risk of exposure to COVID 19.

Office procedures will include:

- 1. Daily affirmation that an employee is COVID free. If anyone is experiencing COVID symptoms or other symptoms of illness, he or she is not permitted in the workplace. In addition, any staff member having been exposed to someone known to have COVID symptoms may not enter the office and must remain away from the office for the duration of the recommended self-quarantine guidelines of the CDC. There is an office thermometer which will be used if more than one person is in the office.**
- 2. Office Cleaning – each employee will be responsible for daily cleaning around their work area and any common areas that were used. Clorox wipes will be used to wipe down any surface, handle, switch, thermometer, equipment, etc that was touched, immediately after contact.**
- 3. Entrance doors – as we have two doors for use, they will be used to help keep distance. Alisha, Hannah, Eric will use the front (stairs) door. Tim, Megan, Whitney will use the elevator door. If you are coming to the office and know someone is already there, use the opposite door they are assigned if possible.**

The office remains closed to the public and both doors will remain locked while you are present in the office. No unnecessary visitors should be allowed in the office.

- 4. Use hand sanitizer and wash hands often and as needed.**
- 5. Masks are not required if an employee is fully vaccinated by CDC guidelines. If an employee is not fully vaccinated, masks are required upon entering the office and while in any common area of the office or in any individual office other than your own. You are not required to wear a mask in your own office. You are not required to wear a mask if you are the only person in the office or with someone else from your household. If two people will be in the same office**

or room working together, they both must wear a mask, even if it is your own office (unless one or both of the individuals is fully vaccinated).

6. Distance for unvaccinated employees– please respect the space of others in the office and maintain six-feet between each other. Vaccinated employees are not required to maintain a six foot distance.

7. Bathrooms – if two people are in the office at the same time, determine who will use which bathroom. Wipe down all surfaces prior to leaving the office or after each use if more than two people are in the office.

8. Breakroom – avoid use of the breakroom as much as possible. If you must use anything, wipe down after use.

9. Prior to leaving the office, wipe down all surfaces that were touched and used by you, including exterior door handles.

10. While these procedures will help minimize exposure to or transfer of the virus, the best action is to continue to work from home as much as possible. If you do plan on going into the office, please mention that on the daily call so others can plan appropriately. If you did go to the office unscheduled, please mention that on the next daily call so others are aware.

Thank you -