

# COVID-19 Building Protocols as of 6/9/2020

## Entering Building

The Arc Alliance building continues to remain open for staff use. No visitors are permitted to enter the building at this time. Masks are required to enter the building from all entrances.

## Building Use

### 1. Masks are available for staff. Requirements are:

- Employees upon entering and exiting entrance doors
- Employees whose workspace is located on the basement and 1<sup>st</sup> floor levels are required to wear masks in common areas (hallways, kitchens, bathrooms, copy/mail rooms, stairwells)
- Employees coming to the 2<sup>nd</sup> floor, who do not have a workspace on the 2<sup>nd</sup> floor, are required to wear a mask in common areas
- Employees who are in a meeting and cannot maintain 6 feet social distancing you are required to wear a mask
- Employees whose workspace is located on the 2<sup>nd</sup> floor are required to wear a mask when going to the 1<sup>st</sup> floor and basement levels

### 2. One-way directional arrows and reminders of 6 feet social distancing are in all hallways:



### 3. Bathrooms:

- All bathrooms have signs on how to properly wash hands
- All women's bathrooms are "single" use only. Bathroom door remains open and then closed when in use:



#### 4. Meeting Spaces

- At the entrance of all meeting room spaces can be found inter-changeable Velcro tags alerting the staff if the room is clean and ready for use. After the room use, it is the staff person's responsibility to change the tag from green to red. A designated person on each floor will be on alert for changes in room status and will disinfect the room.



#### 5. Reception Areas

The following workstations are not in offices and measures have been taken to ensure their safety and 6 feet social distancing requirements. It is very important for staff to remember that these workstations are a fellow employee's workspace and should not be used by anyone other than the employee assigned.

- On the 1<sup>st</sup> Floor, the reception lobby area has been rearranged to ensure social distancing to the receptionist workstation. A clear curtain is hanging between the copy room and the receptionist workstation. No one is permitted at any time to enter through the curtain into the receptionist area.
- On the 2<sup>nd</sup> Floor, the vestibule area has been arranged to ensure 6 feet social distancing. The Administrative Assistant workstation has clear curtains enclosing it to ensure safety and social distancing. A similar workstation arrangement for the basement reception area is pending.