

**COVID-19 Building Protocols
as of 10/26/2020**



**MANDATORY
TAKE TEMPERATURE**

INSTRUCTIONS

- 1. Align the thermometer at the center of your forehead (above the eyebrow) and keep it vertical at a distance of 1-2 inches**
- 2. Pull in trigger to capture reading.**
- 3. Turn unit around and look at temperature display for your temperature reading.**
- 4. Wipe down thermometer with an alcohol wipe and dispose of in trash can provided.**
- 5. DO NOT ENTER BUILDING if you have a fever temperature over 99 degrees. Call your supervisor from outside the building for further instructions.**

[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 and exit the building.

Building Use

1. Masks are available for staff. Requirements are:

- Employees upon entering and exiting entrance doors
- Employees on all floor levels are required to wear masks in common areas (hallways, kitchens, bathrooms, copy/mail rooms, stairwells)
- Employees who are in a meeting and cannot maintain 6 feet social distancing you are required to wear a mask

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



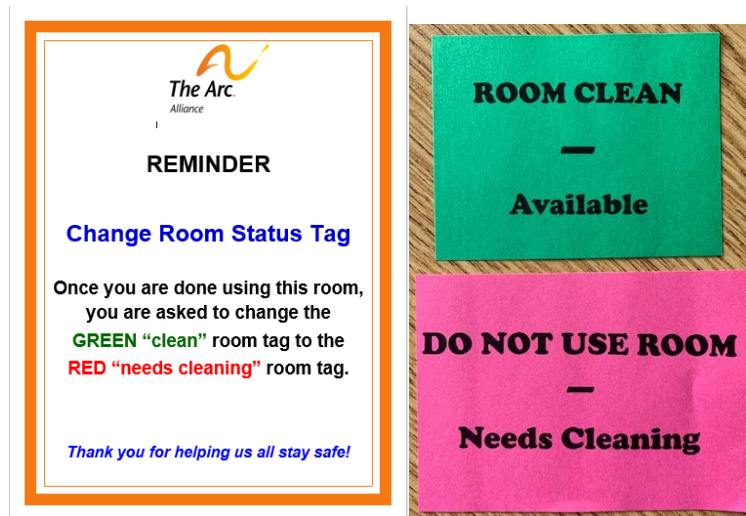
3. Bathrooms:

- 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 take 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 1st 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 2nd 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.
- The basement reception area is currently not in use.