

## MCADSV Guidance Post-COVID 19

**All employees should speak to the individual(s) if they see them not practicing good social distancing practices. Each employee holds a responsibility to the health and safety of co-workers and guests to the offices.**

### Responsible Re-entry Guidance:

#### Returning Employees

1. Employees may be asked to:
  - Work remotely when feasible.
  - Return to work in phases. If an employee's job responsibilities are better suited to the office environment they should speak to their supervisor about being one of the first employees brought back if a phased return is instituted.
  - Alternating schedules between working in the office and working remotely may be required.
  - While disruptive to neighbors, having one person in the hallway during a conversation instead of a person's office may be required for social distancing. Better yet, use the phone to call your co-workers and reduce unnecessary physical contact or space.
2. Employees with a temperature greater than 100.4 F should stay home. Those who feel ill, should plan to work from home for at least 72 hours. Employees must notify their supervisor as soon as possible.
3. Wear should wear a mask when meeting with others. Non-symptomatic employees may choose to not wear a mask while they are working alone in their office. Employees will wear masks when gathered in a group larger than ten or are in common areas. MCADSV will provide masks as they are available and can be afforded. If you require a specific type of masks that is different than the type provided you will need to provide your own. Use care and proper techniques for removal, disposal, and/or re-use for non-disposable masks.

This link provides recommendations from the CDC on care of reusable, cloth, mask.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

4. Wash hands frequently. Soap and/or hand sanitizer are provided.
5. Hand towels throughout the building should be replaced with paper. Existing hand towels may be disposed of or washed and donated.
6. All dishware and silverware must be washed in the dishwasher. Employees starting the dishwasher will add a tsp of bleach to the dishwasher. In the event the dishwasher is unavailable, employees are encouraged to bring their own silverware and or use disposable dinnerware.
7. Disinfect the water dispenser paddles on the refrigerator before and after each use. Employees are encouraged to bring and use their own water bottles.



8. Employees going out to get their lunch should consider using drive-thru or curbside pick-up. Employees should wash their hands upon their return and disinfect the area in which they ate.
9. Trash should be emptied before the bags are full or overflowing which can increase an employee's contact with germs. Trash can lids are not to be used unless the trashcans have touchless lids.
10. Disinfect your personal workstations at the start and end of the workday.
11. Sanitize faucets and handles after using the sinks and toilets.
12. The last employee out should disinfect door handles to the entrance and exit doors.
13. Employees are discouraged from using equipment, phones for example, and supplies of a co-worker whenever possible.

### Common Areas

1. The coffee pot buttons and supplies should be sanitized at least once a day, if not after each use. Congregating in groups more than two at the coffee pot is discouraged.
2. Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-log bags. A name and a date will be written on the bag.

For more on how to properly sanitize your work environment you can go to [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html).

### Building Access

1. Only employees should be allowed in the business. If applicable, limit/control the entry and exit door for employees.
2. Visitors to the building are restricted to the tile area of the main entrance or specific areas where their work requires them. Unless required visits to individual offices or community areas, such as the lunch room, are suspended.
3. Employees are discouraged from shaking hands or embracing visitors.
4. When an employee's interaction with a visitor has ended the employee must wash their hands.
5. There will be a designated restroom that guest will be asked to use. Sanitize faucets and handles after guest have used the restroom, or other public access areas.
6. Hand sanitizer and tissues shall be placed in the lobby.
7. Guest are encouraged to wear mask and may be asked to do so and may be denied entrance.
8. Deliveries may be left outside the main entrance door to limit those who enter the building.

### Meeting Rooms

1. Meetings are limited to employees only. Meeting with others should be conducted virtually.
2. Personal offices should be restricted to no more than two. Under social distancing guidelines established by the CDC meetings should be limited to under 10 people. Employees should consider the space for their meetings to adjust for a larger space as the number approaches ten. For example, meetings of small groups that would normally meet in a personal office should move to



the Innovation Lab, Conference Room, and groups approaching 10 could meet in the Lunch Room or Training Center.

3. Disinfect meeting rooms before and after each use.
4. Hand sanitizer and tissues shall be placed in each meeting room.

### **Travel and Use of MCADSV Vehicles**

1. Minimize non-essential travel and adhere to CDC guidelines regarding isolation after travel.
2. Attendance at in-person meetings may be postponed or not approved by your supervisor depending on the current guidance by the CDC. Speak with your supervisor about invitations received to meet with collaborative partners.
3. Supply purchasing should be done online with deliveries to the front steps of the office. Shopping in stores is discouraged.
4. If it is necessary to use a MCADSV vehicle, the same disinfecting protocols must be observed when the employee exits the vehicle. Wiping down keys is included in this process.

## **Responsible Daily Practices Moving Forward**

### **Employees**

1. Resume normal work schedules.
2. Encourage best practices hygiene.
3. Disinfect personal workstations at the start of each day.
4. Vulnerable employees should practice physical distancing and minimizing unnecessary exposure.

### **Common Areas**

1. All common areas should be disinfected daily.
2. Disinfect meetings rooms before and after each use.
3. Continue to provide hand sanitizer to patrons/guest as they enter the building.
4. Designate a single restroom for visitor's use. Sanitize after the visitor leaves.

### **Travel**

1. Resume normal travel.
2. Practice good hygiene protocols while off site and upon return.
3. Wipe down surfaces inside the vehicle and the key fob with disinfectant wipes.
4. If you learn you have traveled to an area or come into contact with an outbreak of flu for example, consider isolating by working remotely after travel dependent of traveled location.

### **Employee Assistance**

1. Employee health coverage allows for visits for mental health assistance.



The following were considered when creating a plan to return to the office:

### **Safety and Health**

- Prompt identification and isolation of potentially infectious people is a critical step in protecting employees and others at MCADSV. Allowing employees and visitors back in phases may help protect employees as well as off-set some of the cost associated with sanitation and protection of employees.
- Employees should maintain good physical social distancing whenever possible.
- Employees may be required to wear a face mask when interacting with others.

### **Communications**

- Transparency and constant communication are key for a successful re-entry.
- **All employees should speak to the individual(s) if they see them not practicing good social distancing practices. Each employee holds a responsibility to the health and safety of co-workers and guess to the offices.**

### **Conduct a Survey**

- Use a survey to help with developing your re-entry plan. This survey is used to establish who is ready and can come back to work. It also identifies any hardships on the employee which include, but are not limited to, lack of daycare, financial issues and mental stress. This survey is not to be used to eliminate jobs or positions.

