

OFFICE BASED EMPLOYERS PROTOCOL

Business Protocol	Restrictions	Best Practices/Suggested Guidelines	Staff Liaison
<p style="text-align: center;">Protocol for Employees</p>	<ul style="list-style-type: none"> • Employers may operate their offices with up to the greater of 5 individuals or 25% of the total office workforce, provided individuals maintain appropriate social distancing • Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette • Screen employees and contractors for any new or worsening signs or symptoms of possible COVID-19 before coming into the library • Do not allow employees or contractors with the new or worsening signs or symptoms of COVID-19 return to work until all three of the following criteria are met: i. at least 3 days/72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications); ii. and the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); iii. and at least 7 days have passed since symptoms first appeared • Do not allow an employee or contractor with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-quarantine period from the last date of exposure • Have employees and contractors wash or sanitize their hands upon entering the office • Have employees and contractors maintain at least 6 feet separation from 		<p style="text-align: right;">Janet Tucker Neighborhood Services Manager 972.412.6123 jtucker@rowlett.com</p>

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	<p>other individuals. If such distancing is not feasible, then other measures including face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced</p> <ul style="list-style-type: none">• Consider implementing a staggered workforce, such as alternating days or weeks for different groups of employees and/or contractors coming into the workplace• Continue to encourage individual to work remotely if possible• If an employer provides a meal for employees and/or contractors, the employer is recommended to have the meal individually packed for each individual• Encourage employees to wear cloth (non-medical) face coverings (over the nose and mouth)
<p>Health Protocol</p>	<ul style="list-style-type: none">• Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms• Limit the use of standard-size elevators to four individuals at a time, each located at a different corner of the elevator, to avoid close contact. In elevators, masks should be worn. For individuals not wishing to ride an elevator, ensure stairways are available for use. As appropriate, individuals subject to the Americans with Disabilities Act may ride the elevator alone or accompanied by the individual's caregiver• Disinfect any items that come into contact with customers• Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant

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readily available employees, contractors and customers

- Place readily visible signage at the office to remind everyone of best hygiene practices
- For offices with more than 10 employees, and/or contractors present at one time, consider having an individual wholly or partially dedicated to ensuring the health protocols adopted by the facility are being successfully implemented and followed.

Please direct your queries to Janet Tucker at 972.412.6123 or jtucker@rowlett.com, Neighborhood Services Manager, Department of Community Development