



PORTER-LEATH COVID-19 SAFETY POLICY FOR STAFF AND GUEST

KEEPING YOU SAFE ENTERING PORTER-LEATH FACILITIES:

-100% staff and guest temperature checks in the lobby of each building will be required until further notice using remote sensing thermometers.

-Anyone with a 100.4 or higher temperature will be asked to return to their car, call their supervisor/or the person they are in the facility to see and then follow subsequent instructions which should include seeking medical treatment including a COVID-19 screening.

-Signs will be posted at the exterior or right inside the door of each facility's main entrance asking employees and guests the following:

- o Have you been in close contact with a confirmed case of COVID-19?
- o Are you experiencing a cough, shortness of breath, or sore throat?
- o Have you had a fever in the last 72 hours?
- o Have you had new loss of taste or smell?
- o Have you experienced recent chills/repeated shaking with chills or muscle pain?

-Anyone answering yes to any of these questions is asked to return to their car, call their supervisor/or person they are in the facility to see and then follow subsequent instructions which should include seeking medical treatment including a COVID-19 screening.

-Signing into facilities is suspended through July 31, 2020 so the sharing of pens/clipboards is avoided. Front desk staff should continue to maintain the sign-in list individually.

-Temporary markings indicating six feet from front desk/reception areas will be provided to help protect the safety of front desk personnel.

-Interior doors that are typically secured should be propped open if it is prudent and safe to allow for less repeat contact with handles.

KEEPING YOU SAFE WHILE WORKING:

- Cloth masks made of appropriate patterns are mandatory in the workplace until further notice. Medical masks are also acceptable but please do not use N95 masks which should be dedicated to healthcare workers while supplies are still limited.
- Sanitation stations are to be set up in the lobby or prominent location of each building.
- Hand sanitizer is stationed by each copy machine, mail room or other place where employees need to frequent for essential work.
- Employees and guests are encouraged to increase their hygiene practices - washing hands more frequently, avoiding touching face, respiratory etiquette, no handshakes, etc. Consider keeping personal hand sanitizer in your workstation and use it frequently.
- Practice social distancing with at least six feet of space between you and others.
- Group meetings of employees are acceptable only when six feet of physical distance between participants is provided. Large meetings must be virtual.
- Shared technology and equipment should be avoided. When multiple individuals must use the same technology or equipment (i.e. a copy machine, mail machine, vehicle, etc), sanitizing wipes, hand sanitizer or cleaning spray will be available and must be used between use.
- Cubicles with six foot high walls (i.e. glass topped cubes at Prescott) are ok to work in next to each other but consider spreading out to other work areas when possible.
- Densely populated work stations or common spaces that do not offer six feet of space or six foot high cube walls (i.e. hotelling space at Prescott) are not acceptable for use by more than one individual at a time until further notice.
- Janitorial staff have new protocols to increase sanitization of high traffic areas - door handles, restrooms, copy machines, etc - throughout the day. Staff will document sanitizing efforts daily via a daily checklist that is initialed by the staff member carrying out the work.