

THIS DOCUMENT IS BASED ON THE
SPECIFIC WORK ENVIRONMENT OF 3CDC;
IDEAS MAY OR MAY NOT APPLY TO YOUR
WORKSPACE.

3CDC Return to work Guidelines

In Response to Covid-19



No Sniffles!!

**Stay Home if Sick, Fever, Sniffles,
Runny Nose Now.**

Or in Past 14 Days.

No Exceptions — Sorry!

General Office Guidelines

- ▶ Informational signage is posted throughout the building.
- ▶ All employees are required to wear face coverings inside of the building
 - ▶ Please inform your supervisor if you need a mask.
- ▶ Maintain good hygiene and wash hands throughout the day

General Office Guidelines...(cont.)

- ▶ Clean and sanitize workstations before and after every shift.
- ▶ Employees entering building will be required to participate in daily health assessments.
- ▶ Cleaning products, gloves, and hand sanitizer will be available at various locations on the 3rd and 4th Floors for employee use



Building Access

- ▶ Doors will continue to remain locked at all times and employees will need to use key fobs to enter building
- ▶ Maintain a distance of six feet from others in the lobby.
- ▶ Stand in the waiting areas taped on the floor while waiting for elevators.



6 Feet

Building Access - Elevator & Stairwell

- ▶ 1 person in the elevator at a time
- ▶ One person per floor on the stairs.
- ▶ Employees to exercise social distancing and remain 6 ft apart in stairwells
 - ▶ If you are going to cross paths with someone, stop on a landing and allow one person to pass



Visitor Policy

- ▶ No meetings with non 3CDC staff will be allowed on site until further notice
- ▶ Any visitor aside from 3CDC staff requires approval from your supervisor



NOTICE OF VISITOR RESTRICTIONS



Employee Health Assessments

- ▶ Any employee entering the building will be required to take part in daily health assessments, for the safety of the staff.
- ▶ Employees will be required to report to the 4th floor before going to their workstation.
- ▶ Employees will take their temperature and record it on the Wellness Checklist.
- ▶ Employees will complete the Wellness Checklist daily and submit it to HR for tracking

Screening Questions

Name	Date:	Yes	No
Temperature:			
Do you have symptoms of respiratory infection?			
	Cough?		
	Shortness of breath?		
	Fever?		
Have you been exposed to someone with confirmed COVID-19 or an impacted area?			
Have you recently traveled to an area with a community spread of COVID-19?			



3rd Floor- Seating & Workstations

- ▶ Adhere to new seating chart
- ▶ State guidelines to limit staff to 50% of capacity. This means no more than 32 staff members per floor
- ▶ Staff required to clean workstations before and after every shift
- ▶ Ping Pong prohibited until further notice



**PLEASE
WAIT
HERE**

PRACTICE SOCIAL DISTANCING

3rd Floor - Copy Room

- ▶ 1 person at each printer at a time
- ▶ Stand on taped off boundary if waiting to use printer
- ▶ Employees to wipe down printers after use



3rd Floor - Kitchen Area

- ▶ No use of refrigerator until further notice
- ▶ No use of coffee maker until further notice
- ▶ No use of dishes / silverware until further notice
- ▶ Employees are required to bring in their own containers for water / food
- ▶ No dishes left in the sink. If an employee brings in a container, utensil, etc., it is their responsibility to bring it home to wash it
- ▶ Only sit in marked off location at kitchen table

3rd Floor Kitchen Area.....cont.

- ▶ Microwave can be used. Wipe down after use.
- ▶ Water dispenser and Ice Machine can be used. Wipe down water / ice after use.





3rd Floor - Restrooms

- ▶ Maximum 2 people in restroom at a time
- ▶ No use of shower rooms until further notice
- ▶ Remove personal towels from shower rooms.
- ▶ **Remember to wash your hands for at least 20 seconds.**

4th Floor

- ▶ Doors to remain propped open
- ▶ Only sit in approved and marked off locations
- ▶ No use of phone booth rooms until further notice
- ▶ No use of vending machines until further notice



STAY SAFE

AND STAY

POSITIVE