



COVID Office Protocols (effective 7/6/2021)

- Beginning July 6, 2021 all staff will return to in-person work during their regularly scheduled office hours.
- Masks for fully vaccinated staff in the office are no longer required. However, understanding that each staff member has their own comfort level, staff may still choose to wear a mask.
- Staff who are not fully vaccinated are required to wear a mask at all times.
- The office will open to the public during regular business hours
- All visitors, including board members and volunteers, entering the office for any reason will be required to wear a mask at all times. In addition, any staff member(s) interacting with an outside visitor is required to wear a mask during that time.
- Simple signage regarding this policy will be posted on the front door, in the lobby, in the conference room and in the bathrooms
- All visitors and volunteers will be required to stay in the lobby or conference room area, with the exception of using the bathrooms.
- All meetings with outside visitors must take place in the conference room. All participants are required to be masked during such meetings.
- The executive director may also use her office for meetings.
- All employees should continue to monitor their health on a daily basis. Any employee exhibiting Covid-like symptoms should not report to work and inform the executive director immediately. Such employees are expected to get tested for COVID.
- Employees are encouraged to continue to wash their hands with warm soapy water for 20 seconds upon entering the office and additional times throughout the day.
- Employees are encouraged to utilize hand sanitizer in between hand washing. Hand sanitizer will be provided at each desk
- All visitors will be encouraged to sanitize their hands upon entering the office. Hand sanitizer will be available in all common areas.
- This policy will be reviewed monthly by the executive committee.



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WE ARE OPEN!
effective July, 6, 2021

Visitors are required to
wear a mask at all times.

Thank you!