



**COVID-19 guidelines, WellLife Network is ensuring the Health and Safety of our employees by Implementing protocols for all staff and visitors upon entry to the building. WellLife Network contracts with a cleaning service that ensures sanitary conditions on a daily basis. Staff are encouraged to wash their hands frequently and with purpose. WellLife Network is currently operating with modified employee schedules; staff should only enter an agency building during their assigned schedule to ensure adequate distancing throughout the building. Any person with fever (100.0) or signs and symptoms of COVID-like illness should immediately contact their supervisor and will NOT be given access to the building. The following protocols must be followed while you are in any WellLife Network office setting.**

**All Staff/Visitors MUST wear a face covering, such as a mask, at all times when entering or exiting the building, as well as when in any common areas of the building.**

### **1. ENTERING/EXITING BUILDING**

- a. **PPE:** Each staff will receive PPE's daily. This will be replenished when needed.
- b. Staff will be trained on the use of PPE's and protocols
- c. Expectation is that all staff will wear a mask or other face covering at all times unless at their workstation and at least 6ft away from any other person
- d. Gloves are not being distributed for staff/visitor use; washing hands is recommended as often as possible. When not feasible, hand sanitizer is placed throughout the building and one has been provided to each staff in their office/at their desk.

### **2. FRONT DESK**

- a. Plexiglass is already installed to protect receptionist (acrylic sneeze/cough guard)
- b. Markers are being placed on the floor to identify 6ft from receptionist in lobby
- c. Receptionist must wear a mask at all times

### **3. SCREENINGS:**

- a. Questionnaire will be filled out upon entry: Cough, Fever, SOB, and contact with COVID+
- b. Each staff/visitor must use hand sanitizer prior to beginning the screening process
- c. Each staff/visitor must take temp and document answers daily on designated form/log; staff may be issued a personal thermometer or use one provided at front desk area depending on availability. Shared thermometers will utilize a disposable cover or be sanitized between uses
- d. Staff logs will be kept at the front desk in a binder
- e. Pens to sign screening documents will be sanitized after each use

### **4. TIME CLOCK PUNCH IN:**

- a. Hand sanitizer station will accessible at the clock

### **5. ELEVATOR/STAIRS:**

- a. Disinfecting solution or wipes should be accessible to use when pressing buttons and/or opening stairwell and/or office doors



- b. No more than 2 staff should be in the elevator at any given time
- c. Staff should not congregate in the stairwell

#### **6. ONE WAY FOOT TRAFFIC:**

a. Each floor of the building will have all foot traffic moving **ONE WAY** until further notice. We are asking that all staff and visitors follow the **ONE WAY** signs to reduce the number of people passing each other in the hallways.

#### **7. COMMON AREAS:** (Includes Kitchens, Meeting rooms, Copy Machines, etc.)

- a. Staff are to maintain safe distance (minimum 6ft) at all times, including in common areas such as kitchens, meeting rooms, at copy machines, etc.
- b. Any surfaces touched, should be wiped with disinfectant before and after use
- c. To keep the spread of germs to a minimum, the refrigerators, microwaves and coffee makers **MUST** be disinfected after each use. Whenever possible, meetings should be held virtually.
- e. Staff should not congregate in common areas.

#### **8. BATHROOMS:**

- a. A 2nd cleaning will be done at mid-day and more often when possible
- b. Staff/visitors are encouraged to utilize a paper towel when opening doors
  - No more than (1) people in single stall bathrooms.
  - No more than (3) people in multi staff bathrooms – everyone other stall will be closed an only three alternating stalls shall remain accessible.
  - All handles and bathroom stalls are to be cleaned prior to use by user and after use by user, using approved COVID-19 cleaning agent.
  - User should wash hands prior to use and after use of the facilities
  - The entire bathroom will be cleaned and disinfected at 8 am, 12 pm and 3pm.
  - For programs that uses special equipment to assist people receiving services, staff will use full PPE equipment to assist the person. (gowns, gloves, mask and approved face shield).
  - All equipment will be cleaned prior to use and after use.

#### **9. WORKSTATION/OFFICE SPACE:**

- a. If you are in a shared office space, we'll be coordinating days and times that each person is in the office to minimize overlap and maintain social distancing. If you sit less than 6ft apart, you are encouraged to wear a mask while at your desk.
- b. Staff are encouraged to disinfect their workstation/work area daily, including phone, desk, chair, etc.
- c. Staff are discouraged from using other people's phones, desks, offices, or other work supplies unless absolutely necessary.
- d. Staff may close doors to their offices when inside to further create safe distancing
- e. If your office has a window, you can consider opening it to allow for additional air flow (weather permitting). Please remember to close all windows at the end of each day.



**10. DELIVERIES:**

- a. Food Deliveries will be limited to a designated area in vestibule or outside the entrance doors on a cart. Staff can also meet delivery people curbside to pick-up their food/lunch orders. Receptionist will not be responsible to interact with or ensure payment of any staff member's food delivery. Please use your personal cell phone number so they can contact you directly.
- b. All agency deliveries of supplies or other items, are to be done via the garage  
Delivery personnel should remain outdoors and should be met at side door by maintenance staff or other designated staff.

**11. OUTSIDE FACILITY:**

- a. Breaks or smoking areas must also maintain at least 6ft distance and masks should be worn whenever possible. Smoking is still only permitted at designated areas at the far ends of the parking lot.

**12. VISITORS:**

- a. All visitors must follow same protocols as staff for monitoring and PPE. Visitors should be kept to a minimum.
  - i. Health Screening form must be completed and temperature taken (Questionnaire)
  - ii. Visitors will be provided with a mask if they do not already have one
  - iii. Visitors will be asked to utilize hand sanitizer upon entry
- b. Staff are prohibited from shaking hands and other unnecessary person-to-person contact in the workplace

**13. TRAINING:**

- a. All staff must will be trained on "Cross Contamination" within the first week back into the building

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Print Name

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Signature

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Date