

## Saratoga Bridges Administration Building's Safety Plan, Policy and Procedures



The agency has taken steps to limit the spread of the COVID-19 virus throughout the Administration Building. Until further notice, the Administration Building will be operating with 67 people or less as of August 17, 2020. Every employee and visitor will be required to follow these procedures:

### 1. Reception/Lobby

- a. All employees and visitors must wear a face covering upon entering the building. The covering must remain in place until the employee/visitor reaches their destination while maintaining at least a 6 foot distance from all other people. An approved face covering will be available to anyone in need.
- b. All employees and visitors must sign in at the screening station.
- c. All employees and visitors must take their temperature with the provided no-touch thermometer.
- d. Any employee with a temperature of 100°F or higher must complete the sign in procedure then immediately leave the building and contact their direct supervisor. The employee will not be allowed access to any agency facility until cleared by their health professional.
- e. Any visitor with a temp of 100°F or higher must complete the sign in form and then wait to speak with the receptionist. The receptionist will instruct to seek the advice of their health care provider.
- f. The receptionist will notify the HR Department of anyone who has a temperature of 100°F or higher.
- g. The visitor will not be allowed access to any agency facility until they a health care professional's documented clearance paperwork.
- h. The receptionists will maintain a copy of all sign in sheets.

### 2. Mail/Copy area

- a. The mail/copy area will be restricted to 1 person at a time.
- b. The time clock will be used by 1 person at a time.
- c. 6 feet markers will be placed for time clock usage.
- d. If more than 1 staff member signs in or out at the same time, 6 feet must be maintained.
- e. Staff must use hand sanitizer before and after using equipment.

### 3. Fax Machine/Printer

- a. The Fax Machine/Printer area will be restricted to 1 person at a time.
- b. Staff must use hand sanitizer before and after using equipment.

### 4. Offices

- a. Employees must wear a face covering in another employee's office.

### 5. Break Room

- a. The break room seating will be restricted to 3 people - 1 person per table.
- b. Social distancing of at least 6 feet must be maintained.
- c. Staff must use disinfecting cleaner with microfiber cloths before and after using equipment, appliances, chairs and tables.

6. Training Room/Common Areas/Conference Rooms
  - a. All employees and visitors will be required to wear a face covering.
  - b. Social distancing of at least 6 feet must be maintained in the training rooms, common area and conference rooms.
  - c. Tables and chairs will be disinfected between classes by the Instructor.
  - d. Staff must use disinfecting cleaner with microfiber cloths before and after using equipment, appliances, chairs and tables.
  
7. Bathrooms use:
  - a. Restrict bathroom use to 2 people at a time.
  - b. Social distancing of at least 6 feet must be maintained in the bathrooms.
  
8. Outdoor Areas
  - a. Social distancing of at least 6 feet must be maintained on the entire outdoor Admin campus including parking lots, picnic tables, Memorial Garden, smoking areas, etc.
  - b. Face coverings are not required in outside when a social distance of at least 6 feet is maintained.
  
9. Elevator
  - a. Elevator use is restricted to 1 person at a time unless everyone is wearing a face covering.