

## COVID-19 Office Safety Protocols

To protect the health of MSC's staff, members, and students and to help limit the spread of COVID-19, MSC has developed a series of cleaning protocols and safety measures.

### General Safety Measures

- All staff will carry a protective mask on their person at all times.
- All Office Team members are required to wear a protective mask in the following situations:
  - while experiencing allergies or any other non-viral health concern that may cause coughing or sneezing,
  - while handling or touching any surfaces or office resources that don't pertain to one's personal workspace,
  - while outside of one's personal workspace within the office,
  - while interacting with clients, instructors, and any external suppliers, and/or
  - while sanitizing computers and surfaces (after arriving and before leaving the office).
- Only one team member will work in the office at any time, unless they agree to briefly collaborate together on a task.
- Any team members experiencing symptoms of cold or flu will be required to stay home.

### Arriving at the Office

Upon arrival at the office, team member will:

- Wear a mask.
- Disinfect the doorknob and upper lock. (A box of disinfecting wipes can be found at the bar located in the lounge area.)
- Clean and disinfect desk surfaces, computer parts (mouse, keyboard) and phone.
- Clean and disinfect water cooler and refrigerator handles.
- Sanitize or wash hands.

### While at Work

- Clients, instructors and fleet team members will not be permitted to enter the lounge in order to respect a 6-foot minimum distance between persons. A portable table will be set up in front of the lounge entry or office door to block access and serve as a reception counter.
- Wear a mask and gloves while handling any credit cards, cash or checks.
- Delivered packages will be opened outside the office and contents wiped with disinfectant before storage.
- Use disinfectant wipes to clean any pencils and clipboards that have been handled by others.
- Sanitize or wash hands frequently.

### Before Leaving the Office

- Thoroughly clean all desk, phone and computer surfaces.
- Clean printer buttons and tray handles.
- Clean and disinfect water cooler and refrigerator handles.

- Dispose of any personal items.
- Take trash out to the dumpster.
- Ensure there are still disinfectant wipes available in the lounge for the next scheduled team member.
- Lock office and clean the office doorknob and upper lock.
- Close the lounge.
- Sanitize or wash hands.

#### **Client Interaction/Reception**

- Clients will not be permitted to enter the office.
- All clients are required to wear a mask while near the lounge area.
- The office team member working that day will set up a table to block access to the lounge and/or office. This table will also serve as a reception counter.
- Office team members are required to wear a mask at all times while interacting with clients.
- Office team members are required to wear gloves while interacting with clients and handling paperwork, PFDs, credit cards, cash, checks, books, pens, and pencils.
- In the lounge in front of the reception counter/table, the ground will be marked with masking tape to form a waiting line demarcating six-foot increments to serve as a visual aid for clients to maintain a safe distance between them.