

COVID-19 Work Environment Protocols – Template

In Office & Onsite

Feel free to edit these templates to fit your specific situation. These were provided by an IT Peer based in Pennsylvania and provided with permission.



TECHNOLOGY THAT WORKS

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COVID-19 In Office Protocols

As we have entered a time of a global pandemic, we must adopt certain protocols and measures to decrease the rate of transmission among each other, our families, our clients, and the service providers who help us such as Delivery People.

The following are protocols and procedures effective immediately and in force until further notice:

Access To The Office:

While the office is (open/closed) to the public, it will remain **available to access as it has been, 24/7**, for access to work materials, technical supplies, water, food stuffs, and vitamins. If you have needs for your family for water, vitamins, or snacks, please know we are here to help and provide.

Please only come to the office if you need supplies, or your work requires you come to the office. Otherwise, please continue to work from home.

****DO NOT COME TO THE OFFICE FOR ANY REASON IF YOU FEEL ILL OR HAVE FLU-LIKE SYMPTOMS****

Procedure to Come Into The Office:

- Please park behind the building to not draw attention to your car.
- When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR HANDS**. Either use the silicon gloves made available, or your sleeve over your hands.
- When you enter the office, immediately disinfect yourself at the Disinfecting Station at the {location in your office, preferably close to the entry door} as you enter the office. Wipe your hands with a Clorox wipe and use 1 pump of hand sanitizer.
- Use the Lysol spray to spray down your keyboard, mouse, phone, laptop, and your desk. Allow to dry.

Protocol While In The Office:

- Keep the door locked so visitors must knock to gain entry.
- Maintain at least 6 feet of distance between yourself and other people.
- Each time you go to the kitchenette or the bathroom, wash your hands by sudsing for 30 seconds before washing the soap off.
- Each hour use a pump of hand sanitizer.
- When visitors come to the office, maintain 6 feet of distance from them.



Accepting Deliveries: have the person delivering packages leave the packages on the Disinfecting Table. Immediately sanitize the package with Lysol spray and allow to dry. Use gloves when opening packages

Accepting Computer/Technology Equipment: when the person delivering equipment comes, stay 6 feet away from them and have them leave the technology on the Disinfecting Table. When the person leaves, put on gloves and wipe down the equipment thoroughly with a Clorox wipe and spray with Lysol.

****IF YOU FEEL ILL, GO HOME IMMEDIATELY.****

Daily Office Disinfecting:

7:30 AM -

- Spray ALL OFFICE SURFACES WITH LYSOL, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.
- Put Eucalyptus Oil and Sage Oil in all diffusers.
- Wipe down the Conference Table with Clorox Wipes.
- Spray doorknobs and light switches with Lysol.
- Assure the Disinfecting Station is properly stocked. If we need something, please make management aware ASAP.

12:00 PM -

- Put Eucalyptus Oil and Sage Oil in all diffusers.
- Wipe down the Conference Table with Clorox Wipes.
- Spray doorknobs and light switches with Lysol

5:00 PM -

- Spray ALL OFFICE SURFACES WITH LYSOL, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.

COVID-19 Onsite Service Protocols

As we have entered a time of a global pandemic, we must adopt certain protocols and measures to decrease the rate of transmission among each other, our families, our clients, and the service providers who help us such as Delivery People.

The following are protocols and procedures effective immediately and in force until further notice:

Prepare to Go Onsite:

The {Your Company Name} Office {Your Company Office Address}, will remain **available to access as it has been, 24/7**, for access to technical supplies, disinfecting supplies, and gloves.

Before you go onsite, audit the ONSITE BAG to assure it is stocked with the following:

- 4 pairs of gloves
- Hand sanitizer
- Clorox wipes

Leaving the office:

- While leaving the office, use 1 pump of hand sanitizer.
- Put a pair of gloves on.
- Spray equipment you are taking with you down with Lysol and allow to dry. Handle it with gloved hands.
- Do NOT touch doors or door knobs on your way out.
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****DO NOT COME TO THE OFFICE OR GO ONSITE TO A CLIENT FOR ANY REASON IF YOU FEEL ILL OR HAVE FLU-LIKE SYMPTOMS****

Procedure At Client Site:

- Please park in an inconspicuous location to not draw attention to your car.
- Before you enter the building, assure your gloves are on.



- When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR BARE HANDS.** Either use the silicon gloves made available, or your sleeve over your hands.
- When you enter the client site, immediately use a pump from the hand sanitizer in your ONSITE BAG.
- The entire time you are onsite, maintain at least 6 feet of distance between yourself and other people.
- Each time you go past a sink or a bathroom, wash your gloved hands by sudsing for 30 seconds before washing the soap off.
- Each hour use a pump of hand sanitizer.
- Before touching ANY equipment, wipe down with Clorox wipes and allow to dry for 60 seconds.

****DO NOT COME TO THE OFFICE OR GO ONSITE TO A CLIENT FOR ANY REASON IF YOU FEEL ILL OR HAVE FLU-LIKE SYMPTOMS****

Leaving Client Site:

- Keep gloves on your hands.
- Wipe down any equipment you are taking back with you with Clorox wipes. Allow to dry.
- When you leave the building, **DO NOT TOUCH THE DOORS WITH YOUR BARE HANDS.** Either use the silicon gloves made available, or your sleeve over your hands.
- When you load the equipment and supplies into your car, immediately use a pump from the hand sanitizer in your ONSITE BAG. Remove your gloves and dispose of them before getting in your vehicle.
- Return all equipment to the {Your Company Name} office immediately for a spray down with Lysol.