

In-Person Sessions Protocols

The safety and health of our staff and community are of paramount importance. There will be various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal.” **Any meetings or events taking place in-person at the ABE centers will strictly adhere to the following requirements:**

- The ABE-LA team will conduct symptom checks for all attendees and input all entries into the COVID-19 Mandatory Symptom Check Log
- No more than 6 people allowed at any time (including staff)
- Masks will be worn at all times
- The ABE-LA team will ensure disinfecting supplies and hand sanitizers are accessible throughout the office
- All frequently-touched surfaces (e.g., door knobs, light switches, handles) will be disinfected between uses
- No eating in groups
- All occupied desks or individual workstations are separated by at least six feet unless there are extenuating circumstances that require closer contact for brief periods of time
- Attendees will be instructed to maintain at least six feet distance from each other; they may momentarily come closer when necessary
- Attendees are assigned their own tools, equipment and defined workspace whenever possible; sharing of workspaces and held items is minimized or eliminated; where items must be shared, they are disinfected between uses, including the following: shared office equipment such as copiers, fax machines, printers, telephones, keyboards, staplers, surfaces in reception areas, shared workstations, etc. with a cleaner appropriate for the surface

- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time (no more than 6 people).
- Attendees will be instructed to discontinue handshakes or other forms of greeting that break physical distance
- Air Conditioning will be running at all times
- No use of upholstered furniture

Here are some things we expect you to implement to help keep our workplace safe:

- Please **STAY HOME IF YOU ARE SICK**. Symptom checks will be conducted before entering the office for the day. If you have a fever, cough, or flu-like symptoms, **YOU WILL NOT BE ALLOWED TO ENTER**. If you are likely to have COVID-19, stay home for at least 10 days from when your symptoms first appeared **AND** at least 3 days after your fever has gone and your respiratory symptoms improve.
- If you are already at the office and start feeling sick, you will be sent home. If you are likely to have COVID-19, stay home for at least 10 days from when your symptoms first appeared **AND** at least 3 days after your fever has gone and your respiratory symptoms improve.
- If you have been in close contact with someone who has or is suspected to have COVID-19, even though you feel well now, it is possible that you are also infected. You need to stay in quarantine for 14 days from when you last had close contact with the infectious person.