

ASCC - COVID 19

(Flagstaff)

Enhanced Health and Safety Policies/Protocols Current State and Phase One

ASCC is committed to protecting the health and safety of all ASCC staff, participants and guests of ASCC. The following policies are being implemented to assist in mitigating the exposure risk of COVID 19 in the workplace.

Thank you for helping us stay safe!



Returning to the Office

- The office is closed
- Employees needing to conduct business in office must receive supervisor approval prior to visiting the office. (Even just to pick something up.) There be no more than one person in office at any given time.
- Once supervisor approval is received, employee should email Rebecca Cirzan with the date and times of their visit.



Personal Safety

- MASKS must be worn in office at ALL times.
- SOCIAL DISTANCING of a minimum of 6 feet is required at all times.
- Employees must wash hands upon arrival and frequently throughout their time in office.



Meetings and Gatherings

- Employees should continue to meet virtually whenever possible
- External in person meetings and gatherings of 10 or more participant should be avoided and may not be scheduled in office.



In Office Closures

- The kitchen is closed for food prep and eating



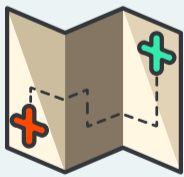
Employee Desks/Workspace

- Employees are required to work in their own workspace.
- Community table and conference room table maybe utilized but must be disinfected after use.



Food and Kitchen Restrictions

- Community fresh fruit, treats, snacks, candy dishes, potlucks, pizza, etc. are not permitted at this time.
- Employees should avoid bringing and consuming any food while in office.
- ASCC will discontinue the provision of open stock items such as coffee, cups, napkins, plates, and utensils .
- Personal water bottles must be thoroughly washed prior to filling from the water cooler
- The Keurig is not available for use.



Business and Personal Travel

- All non-essential business travel will cease until it is deemed safe to do so.
- Employees traveling out of state for personal reasons must submit a travel disclosure form and self-quarantine for 14 days upon their return. No in office or in person community work will be permitted until the quarantine is complete.
- Employees are asked to refrain from carpooling at this time.



Cleaning and Sanitation

- ASCC will stock disinfectant products, employees are asked to assist in keeping our environment clean by wiping down areas and materials they may have utilized such as: Desks, chairs, laptops, door knobs, light switches, tables, counters, microwaves, fridge, water cooler, copier, cabinets, white boards, flip charts, markers, projectors, remotes, postage meter, laminator, paper cutter, etc.

***Deliveries should be allowed to sit unopened for 24-48 hours prior to opening and distribution.**

Illness

Employees who are sick or who are exhibiting flu like symptoms must stay home and contact their supervisor or human resources immediately.

NOTE: These practices are in effect during our current state and phase one of re-opening. ASCC will re-evaluate each practice as we move into each additional phase.