



## **COVID-19 BACK-TO-WORK PLAN**

The following guidelines have been created for the Conyers-Rockdale Chamber of Commerce, in consideration of recommendations from the U.S. Chamber, the CDC and dozens of global businesses that have returned to work. This document does not address employer liability, worker's compensation, health privacy, etc. This Back-to-Work plan is fluid and will be adjusted according to governmental orders and advice from the CDC and Homeland Security.

### **PHASE ONE: May 1 – June 1, 2020**

- Office hours 9 am – 3 pm Monday thru Thursday; Closed on Fridays
- Office doors will remain locked and entrance from non-staff members will be by appointment only.
- Those entering the front lobby must NOT congregate in the lobby or hallways. If meeting in a conference room or office, visitors must go straight to that location.
- All parties must stay 6 feet apart.
- Visitors are NOT allowed to enter the break room, use the water fountain or copy/fax machines.
- Masks are recommended but not required.
- Signs will be placed throughout the office advising employees and visitors to wash your hands regularly, do not touch your face and stay 6 feet apart.
- Hand sanitizer will be made available throughout the building.
- Avoid in-person meetings, but if necessary, separation of 6 feet must be kept.
- No handshaking, high-fives, elbow bumps, etc. or walking in the hallways together. Always stay 6 feet apart.
- Daily temperature check will be conducted for each person entering office.
- Cleaning of each area touched by anyone shall be wiped down each day.

### **PHASE TWO: June 1 – Projected**

Same as above applies with the exception of office hours return to 9 am – 5 pm, Monday thru Thursday; 9 am – Noon, Fridays.

### **Deliveries & Vendors**

During Phase II, deliveries (UPS, FedEx, etc.) should be dropped off outside the lobby doors (a sign indicating this shall be placed on the door). All packages will be wiped down with disinfectant wipes before they are brought into the lobby. For any deliveries from vendors that require entrance into the offices, the delivery person shall wear a mask, have his/her temperature taken and must answer if they have knowledge of being exposed to COVID-19. Items delivered shall be wiped or sprayed with disinfectant unless they can be set untouched in a secluded place for 24 hours.