



COVID-19 OFFICE PROCEDURES

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

- Office hours 9 am – 5 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.