

COVID-19 Policy

The health and welfare of our staff is of the utmost importance. This policy will take effect immediately and is applicable to all staff members. Violations of policy will be dealt with swiftly and sternly. I will say again, the health and welfare of our staff is of the utmost importance.

- **Every morning when entering the building:**
 - Ensure mask is worn
 - Apply hand sanitizer
 - First person in the building will conduct a self-administered temperature check and will be rechecked once next person(s) arrives.
 - **However, if fever of 100.4 or higher (per the CDC recommendation) is detected**, it's advised to retake the temperature. If reading remains the same, contact your department Chief/next chain of command immediately for further instructions. Do not leave the lobby area until given proper instructions.
 - Temperature readings will need to be recorded into logbook in Angela's office.
 - It's recommended to implement an assigned number system to protect the privacy of each employee per HIPPA protocol. (Perhaps using the numbers assigned for alarm system.)
 - Sanitize thermometer after each use.
 - If no fever is detected, proceed into the building.
 - Those employees arriving afterwards should ring the bell and wait for designated person to come administer temperature check.
- **If an employee registers a fever or other COVID-19 symptoms:**
 - Adhere to SCDHEC's Interim Guidance for COVID-19 Scenarios in Business. (See attachment).
 - Executive Director and Department Chiefs will decide if further action is needed for employees.
- **While in the building:**
 - As a rule, masks are to be worn anytime you are away from your desk.
 - As a rule, remain 6 feet away from others.
 - When visiting another office/coworker, do not enter other office/spaces until they have had time to put on mask.

- If possible, give notice before visiting any other office.
- As a rule, be mindful and respectful of other coworkers' personal space.
- **Kitchen/Copier room/Break room**
 - Vacant office across from men's bathroom will become temporary break room.
 - No more than 2 people at a time in common areas.
 - Although a cleaning crew will be sanitizing each night, it is imperative that everyone be responsible for cleaning/sanitizing behind themselves and their own areas.
- **COG vehicles**
 - A box of disposable gloves will be placed in each vehicle for employee use.
 - A canister of sanitizing wipes will be placed in each vehicle so employees can clean surfaces after each use.
- **Outside visitors**
 - Admin (Finance if Admin if not working) will administer temperature checks for visitors before entering the building.
 - Offer gloves and mask to visitors if needed.
 - Remove chairs/table/other items from entryway to prevent loitering within that area and unnecessary sanitizing. If needed to accommodate a visitor while waiting on a staff member, an emergency folding chair will be made available.
 - Admin (Finance if Admin if not working) will sanitize entryway area and thermometer after each visitor, or any employee can do this process after their respective visitor leaves the building.
- **PPE Delivery/Pick-Up**
 - When orders are delivered:
 - All employees will wear masks throughout the process.
 - Sanitize hands before and after delivery, or wear gloves.
 - Sanitize pallet jack before and after each use.
 - Employees unloading deliveries will sanitize entryway area once completed.
 - When orders are being picked up:
 - Establish pick up schedule (no more than 2 buyers at any scheduled time)
 - Buyer notifies COG (Admin) once they have arrived.

- Supply masks to buyers upon arrival, if needed.
 - Currently, designated employee(s) are taking PPE products out to the buyers' vehicles. (This eliminates any extra people being in the building.) If it's necessary for buyers to come into the building, they will be required to have a temperature check and wear a mask.
 - Admin will sanitize entryway area once buyer is gone.
- **Annex protocol/procedures:**
 - All COG employees working in the Annex building will adhere to the SC Works guidelines currently in place (temperature checks, social distancing, sanitizing common areas, etc.).
 - If any COG employee working in the Annex develops symptoms, they are to alert the HHS Chief immediately. The HHS Chief will then notify the SC Works Operations Manager and Workforce Chief immediately to ensure the partnering providers who share the building are aware of the situation.