



August 3, 2020

## **Processes & Procedures for Visiting & Working in Berkshire County Arc Offices**

To work safely during COVID-19, Berkshire County Arc has developed the following Protocols for all office staff, aligned with the Commonwealth of Massachusetts requirements for “reopening.” The Commonwealth reserves the right to inspect our properties unannounced, and will fine us if they find us out of compliance.

These protocols apply to anyone that works in or visits (Visitors only allowed under very special pre-approved circumstances)

Please adhere to the assigned number of workers listed below. If you have more workers than assigned below, BC Arc may be fined, and you further risk the health of your staff.

### **Practicing Social Distancing at all times.**

The number of staff allowed in the offices is based on 50% capacity or lower. In some cases we have decided as an Agency to go with the lower figure. Day Programs, CBDS, and others have completely different requirements.

Main Office Building-Currently 17 people can work in the building on any given day.

Back Annex Building- Currently 4 people can work in the building on any given day.

Training Room and Offices- Currently 8 people and 5 Trainees can work in the office spaces on any given day.

AFC Offices- Currently 4 people can work in the office space on any given day.

Westfield Office Space-Suite 309- Currently 4 people can work in the office space on any given day.

Westfield HR Office Space-Suite 301P- Currently 1 person can work in the office space on any given day.

Employment Services- Currently 5 people can work in the office space on any given day.

Zip n Sort-is not an office and 16 of their individuals are out at this time. When they are ready to return, we will have figure out a number to adhere to.

All other programs have their own specific “reopening” mandated procedures.

1. You will receive a signed Control Plan Document that you should have posted in the event of an Inspection.
2. Masks must be worn in all public areas. If your desk is in a public area, you may choose not to wear a mask only when seated at your desk.
3. You will receive Social Distancing Tape to put down every 6 Ft. for all common areas (hallways etc.) Everyone must stay socially distant. **No gatherings or groups standing or sitting next to each other.**
4. You should have already received and posted a sign from the state (see attached) and you will receive a 2<sup>nd</sup> poster to display that is larger and easier to read. Please display both.
5. If not already done, please have a self-administered-no contact Thermometer and sign-in attestation book in the entryway. All staff that enter the bldg. must take their temperature and if above 100-leave immediately.
6. There will be sanitizing wipes and/or sanitizer next to every public copier/printer, office machine. They are to be wiped down after every use.
7. Place signs on every other chair in your conference rooms and/or tables (we will forward to you to print and use)
8. In ALL offices that have two doors (Main Office, Back Annex, Zip n' Sort and Training room) there will be an entry door and an exit door. They will be marked and there will be a sign-in book at one and a sign out book at the other. This will be enforced. For AFC, Employment Services and Westfield, no one can enter and exit at the same time. AFC, Westfield, and Employment Services will have one book not two.
9. All staff must complete the Relias Training for Handwashing and Mask Wearing. This should have been done already. There is new training that the Training Dept. will give you access to regarding Social-Distancing, COVID-19 symptoms and the Return to work plan. All staff must take this in August.
10. There must be someone assigned in your office to clean all high touch surfaces at least once daily mid-day. The cleaners will clean in the evening. That will be the two the state requires.
11. In the unlikely event of a COVID positive occurrence. BCARC has already contracted with a CDC compliant cleaning company to clean/disinfect the office space.

Thank you all for your cooperation in keeping BCARC employees healthy and safe.