

[Your Logo Here]

THIS IS A DRAFT/TEMPLATE BASED ON THE CHAMBER OF COMMERCE OF EASTERN CT OFFICE PLANNING. All office policies should adhere to all applicable state and federal workplace laws and expectations of safety. This is only one example of a procedure for a small office.

OFFICE REOPEN PLAN FOR PHASE [One, Two, etc.]

[Address]

Each section below is designed to address segments of the Sector Rules for Offices [HERE](#).

OVERVIEW: WORK FROM HOME WHERE POSSIBLE

Using the State of Connecticut Reopen Connecticut Sector Rules for Phase One (launched May 20), it is recommended that offices continue to work from home where possible. Our organization has shown efficiency and success in keeping the operation of the business running with staff working from home. We believe it is in the best interest and safety of [Organization], our clients, and our employees to continue the operation in such a manner until further review.

[Pertinent Information about the office building and its management, in our case below:]

Staff are advised to pay special attention and use all precautions when using any common areas, including the restrooms, elevator, lobby areas, mailboxes, and entering/exiting the building. The building manager reports increased cleaning of restrooms and common areas to twice a day, requires face mask to enter the building, has provided signage as required by the state, and continues to have their staff work from home.

PROGRAM ADMINISTRATOR

[Designated staff member name and contact information]

LOG EMPLOYEES / VISITORS

A log sheet is placed on the front desk for each person that comes into the office to sign and date. A supply of pens is available for one-time use.

DAILY HEALTH CHECK

Require those entering office to confirm they have not experienced any COVID-19 symptoms recently. If any symptoms, do not allow entrance to office. Employees should stay home if sick.

- Cough
- Shortness of breath
- Fever (OPTIONAL: Use state-provided infrared, no-touch thermometer. Do not touch any person, and sanitize thermometer after use.)
- Chills
- Repeated shaking with chills

[DATE(s) EFFECTIVE]

[Your Logo Here]

- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

SHIFTS & WORKING HOURS

[Outline or clarify business working hours, if not the same as physical office hours. In our case, observance of “summer hours” as work allows.]

OFFICE HOURS

The physical office will be open with at least 1 staff person available from, at minimum, 10am to 3pm, Monday through Thursday. Friday coverage will be by appointment/as needed.

Full-time staff will rotate to cover the office during these hours. [Outline which staff/which day/time.]

Additional staff may come into the office as needed but should report to [Program Administrator], so as not to exceed our max capacity in the office including visitors (10).

LIMIT VISITORS

Visitors will be limited to scheduled meetings, deliveries, and max capacity of office.

PERSONAL PROTECTION EQUIPMENT/CLEANING SUPPLIES

The organization will obtain the following items to adhere to the state’s requirements:

- Mask for each staff
- Mask on hand for visitors that arrive without
- Hand Sanitizer to be placed on each desk, front reception desk, copier machine, postage machine, kitchen, and conference rooms.
- disposable wipes to wipe down common areas
- Gloves to wear when cleaning
- Disinfectant cleaner for cleaning and disinfection of office
- Bleach for cleaning and disinfection of office
- Acrylic sneeze guard for front office reception desk
- Portable hand sanitizer podium

CLEANING PLAN

We will keep a supply of cleaning products on hand for daily cleaning and will procure a company to clean and disinfect the office prior to reopening fully. The following areas will be cleaned daily by staff.

- Entrance area
- Kitchen

[DATE(s) EFFECTIVE]

[Your Logo Here]

- Conference rooms
- Copier room
- Offices
- Office equipment to include desk/ chairs / computers / monitors / copiers / postage machine, etc.

SIGNAGE

Provide signage throughout office to explain:

- Social distancing
- Mandatory face coverings
- Employees stay home if sick / experiencing symptoms
- Cleaning and disinfection protocols
- Post Hotline number to report violations of rules

OFFICE ARRANGEMENTS

- [Describe how office spaces are adhering to the Phase One guidelines, whether through temporary barriers, reduced/eliminated desk sharing, temporary reassignment of seating arrangements, etc.]
- Sales staff is not required to be in the office to carry out their positions other than an occasional visit to collect materials.
- Currently, barriers or 6' distance exist between other office spaces. If a concern exists among staff, we will address at that time.
- When walking around the office or using a common space (kitchen, conference, printer), a mask must be worn.

TRAINING

The employer will:

1. Make available to each employee a copy of the State's Reopen Connecticut Plan.
2. Provide instruction on what to clean, how to clean and use of cleaning products safely.
3. Assign employees to specific cleaning duties so all employees can share in the efforts to keep the office clean. See Cleaning Plan above.

CERTIFICATION

When ready to reopen, we will complete the self-certification on the DECD website to receive a Reopen CT badge.

[DATE(s) EFFECTIVE]