

Office Safety Protocol for 2022 (1st Quarter):

For the month of January, we will return to the office one day a week. **Everyone** will come in on the same day: **Monday**. By knowing colleagues will be in the office on the same day, you can better schedule your day. For the month of February, we will add a second day to working in the office, and that will be **Thursday**. We will maintain two days a week, Monday, and Thursday, for at least the first quarter of 2022 and will revisit our plan and make any adjustments if needed at that time.

Our office hours will remain the same, 9:00 – 5:00 Monday through Thursday, and 9:00 to 4:00 on Friday. The building will remain open five days a week and you can come in additional days should you choose, or if your job requires you to do so.

If you have a vacation day planned on a day that is an in-office day, there is no need to make up the in-office day. We suggest you schedule outside meetings on days you are not expected to be in the office. However, if that is not possible, please coordinate with your supervisor.

Starting in February, vaccinated lay volunteers and leaders will be allowed in the building for meetings, but only in meeting rooms on the first floor. We will keep our office space limited to employees only for the start of our return to the office and will revisit this policy as needed. Feel free to offer a suggestion.

We have taken many precautions, as you know, to make the office a safe place to be. But having said that, we need you to be part of the solution. While in the office, please wear your mask when you are walking around, limit the number of people who are in conference rooms, wash your hands frequently or use hand sanitizer, social distance when possible, and most importantly, if you aren't feeling well, please stay home. If you live with someone who isn't feeling well, please stay home. Additionally, if you've had close contact with someone who has tested positive for COVID-19, please notify me, and stay home for 10 days, or until you're able to produce a negative test result.

When I come to the office, how will you keep me safe?

- **Every employee will be required to show proof of vaccination before being allowed in the building.**
- **Masks are still mandatory while walking around the office.**
- Guards will open the front doors.
- Doors will be left open.
- Only one person in the elevator at a time.
- Please maintain proper physical distancing where possible.
- Public spaces will be cleaned at least once during the day.
- Communal coffee pots, refrigerators, microwaves will be cleaned regularly and there will be sanitizing wipes for you to use to wipe off whatever appliance you have used. Coffee stations & refrigerators can be used, but please keep proper distance from one another. In other words, no gathering at the 'water cooler' and if you are uncomfortable about being in those areas with other people, you can wait at a distance.
- More fresh air will be circulated throughout the building, however, with increased air flow, you may hear more noise.
- Air filters have been cleaned and additional filtration has been added.
- No one will be allowed to use another colleague's desk, phone, workstation.
- If you have a fever (a temperature above 100.4 is considered a fever for adults), or don't feel well, stay home.
- If you've been in the presence of someone who has the virus, stay home, and if you contract the virus, you must stay home and notify Bonnie immediately so appropriate precautions can be taken.