



**SAFE IN ALL SETTINGS**

**COVID-19 Pandemic  
Emergency Operations Plan  
Administrative Building**

*May 2021 Update*

**ADMINISTRATIVE BUILDING (7130 RUTHERFORD ROAD) SAFETY PROTOCOLS**

It is the goal of NCIA to provide a balance for employees between productivity and safety. In order to accomplish this, the following procedures have been created for the Administrative Building to maintain our organizational environment of “Safe in All Settings” for all employees and contractors. These procedures will remain in place until further notice.

**NOTE:** *By “showing up” to the building, you agree to follow all protocols and obey all signage.*

While there will be disinfecting and cleaning procedures that take place daily, it is inevitable that you will touch multiple door handles and objects between entering the building, your workspace and leaving the building.

***If you are personally concerned*** about contamination of those types of surfaces, then NCIA recommends you take the extra precaution of using a cloth, paper towel or gloves while touching surfaces outside of your assigned workspace.

**Based on the widespread availability of COVID-19 vaccinations, current guidance, and an assessment by NCIA’s leadership team, the following updated protocols and procedures will go into effect Monday, May 17<sup>th</sup> for the Administrative Building:**

**WHAT HAS CHANGED?**

- One way’ signs and travel on the stairwells will end. Social distancing is still required.
- Capacity limit changed to (2) people on elevators (with both people remaining masked)
- If your workplace is assigned to 7130 you will:
  - Have your badge access restored (the same as it was prior to the pandemic changes/March 1, 2020.)
  - Coordinate your schedule/days/times in the office through your supervisor. This will no longer be managed by Human Resources. Supervisors are planning to continue accommodating hybrid work schedules.
  - Be expected to use provided cleaning supplies to do spot sanitizing each shift after you use your workspace, bathroom or kitchen area
- Kitchen areas will be reopened with expectations of people remaining socially distanced while using water dispensers, refrigerators, microwaves, etc.
- Restrooms will be fully reopened (no stalls closed).
- New hire training (in limited numbers) will again be held in the building.



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**WHAT WILL CONTINUE?**

- Masks are still required in all hallways, stairwells, elevators, shared workspaces, restrooms and other common areas. If you are outside your office, you should still have on a mask.
- If you share a workspace, masks are still required. Masks may be removed ONLY if you are alone in your individual workspace or you are six feet from others in that space.
- Staff are still expected to eat in their offices as the breakrooms will not be reopened at this time for staff to sit and eat during their shift.
- The front door will remain locked and require access unless the employee is assigned to the building and has an access card.
- Continued weekly, professional deep clean procedures in building.
- While working, staff are still expected to use provided cleaning materials to disinfect their workspace, bathrooms and common areas.
- No external meetings (such as a team meetings) may be held in person at this time.
- Visitors will still not be permitted to wait in the main lobby.
- Residential Services essential item pick-ups and medical suite operations will continue to operate as is.
- The Paycom COVID19 Survey will continue to be sent out to those assigned to the building. It is still important to NOT come to the building if you have any symptoms.
- If any employees who are not assigned to the Administrative building are scheduled to attend meetings or events, approval/notification must still be obtained prior to entry.
- Approval to enter the building (for those not assigned to work at the Administrative Building) should be requested in advance by the person scheduling the meeting from the following:
  - First floor approval can be obtained from Sandra Mock-Myers ([smockmyers@ncianet.org](mailto:smockmyers@ncianet.org))
  - Second floor approval can be obtained from Alice Keepers ([aboring@ncianet.org](mailto:aboring@ncianet.org))

**ARRIVAL PROTOCOLS (FOR THOSE *NOT ASSIGNED* TO WORK AT THIS LOCATION):**

1. Anyone who does not already work in the Administrative Building should schedule an appointment with the specific person they are visiting. This appointment should be made for a specific time and the receptionists should be notified in advance.
2. The person making the appointment should review the screening form (found on page 3) over the phone to ensure the visitor does not have COVID-19 symptoms.
3. The number of people in the waiting area/lobby should be kept at a maximum of (1) person at any one time during the day. It is vital that those in waiting areas continue to keep their masks on and maintain social distancing.
4. All people entering any NCIA building should already have and be wearing a mask. *If you are supporting someone (who receives NCIA services) that is unable or unwilling to wear a mask, you should make other arrangements for them while you are in the building. This consideration should be determined prior to arrival for their safety.*  
***At no time should any person enter the building who is not wearing a mask.***
5. NCIA may have a small supply of masks (with the receptionist) to offer a registered person arriving in case of an emergency.
6. Upon entering, the person arriving should notify the receptionist of their appointment and then sign in as directed. The person(s) arriving should also use hand sanitizer that is provided in the lobby area. The receptionist will then notify the person who scheduled the appointment.
7. Any person arriving (vendor, employee, applicant, etc.) should be greeted and personally escorted to the workspace by the person who they are scheduled to visit.
8. The person arriving should keep their mask on throughout the visit to the building (including bathrooms, elevators, staircases, hallways and offices).



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**NCIA ADMINISTRATIVE SCREENING QUESTIONS**  
*(for someone coming to a NCIA location for work purposes)*

Printed Name of Person: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by (Printed name & Title): \_\_\_\_\_

***IF SOMEONE ANSWERS "YES" TO ANY QUESTION BELOW , THEY SHOULD RESCHEDULE THE APPOINTMENT AND SEEK MEDICAL TREATMENT.***

- |  |     |    |
|--|-----|----|
| 1. Do you have a cough?  | Yes | No |
| 2. Do you have a fever, or have you had one in the last 14-21 days?                                      | Yes | No |
| 3. Have you come into contact with any people with confirmed diagnosis of COVID-19 in the last 14 days?  | Yes | No |
| 4. Are you experiencing any shortness of breath or chest tightness?                                      | Yes | No |
| 5. Are you experiencing any other flu-like symptoms such as stomach upset/diarrhea, headache or fatigue? | Yes | No |
| 6. Have you recently experienced a loss of taste or smell?   | Yes | No |
| 7. Have you been treated or diagnosed with COVID-19 in the last 14 days?                                 | Yes | No |

**NOTICE:** *For the health and safety of all, you will need to stay in home isolation for 14 days should you become diagnosed or treated for COVID-19.*

***If at any point in the future you become COVID-19 symptomatic, you should immediately seek medical treatment, and then notify the Human Resource Department.***



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**ELEVATOR SAFETY PROTOCOLS:**

1. NCIA is limiting the number of people using the elevator to (2) masked passengers at a time. Any employee with “badge access” to activate the elevator, should ensure that they are the only passenger on it at any time.
2. The Receptionist will only allow (2) masked passengers to board the elevator at a time whenever they are opening it remotely.

**WORKSPACE PROTOCOLS (OFFICE OR OTHERWISE):**

1. Staff should wear their face mask until they arrive in their assigned workspace. Once in their workspace, they may remove their face mask if they do not share the space with any other staff.
2. Every office will be provided paper towels and a red bottle of Peroxy for disinfecting. Whenever refills are required, should contact Rick Fleischmann.
3. NCIA will coordinate flexible and modified schedules for staff and for those sharing office space. Physical barriers may be added as dividers between physical spaces if the company determines that is necessary for safety.
4. Any visitor to the office space should remain six feet away from others. If this is not possible, then all people within that office should wear a mask for the entire interaction.
5. Staff should bring any food, drink or snacks with them to the office and keep them in their own workspace. Kitchen spaces/breakrooms will not be available at this time. Microwaves also will not be available for use during the workday. Staff should bring any food in a lunch sack and use their own cold packs, etc.
6. Staff should place their trash can near the door if they want it emptied. This will prevent any cleaning crew members from having to enter the office.
7. At the end of every work shift, staff should use the provided disinfectant to clean their desk, keyboard, telephone, computer mouse, light switches, door handles and other commonly touched surface.



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**RESTROOM PROTOCOLS:**

1. Staff should wear their face mask anytime that they need to use the restroom during their shift. Staff must keep their face mask on while in the restroom.
2. Staff have the option to use provided disinfectant and aerosol spray to clean toilet handles and doors after they have finished using the restroom.
3. Staff should thoroughly wash their hands using soap after all previous steps have been completed. It is recommended that staff use the paper towel used to dry their hands to open the door as they exit the restroom.

**HALLWAY & MEETING AREA PROTOCOLS:**

1. Staff should wear their face mask anytime that they are out of their office during their work shift. This includes hallways, meeting rooms and copy rooms (as examples).
2. Staff should maintain six feet of distance as much as possible whenever they are in hallways and meeting rooms. Chairs will be spaced in meeting rooms appropriately.
3. If possible, when visiting another workspace staff should speak to them from a minimum distance of six feet or from the doorway if not disruptive to others.

**COMMON AREA PROTOCOLS (KITCHENS & BREAKROOMS):**

1. All breakrooms are out of use for meal usage at this time without exception. The breakrooms/kitchens may be used for refrigerating and heating up foods. Meals by employees/contractors should still occur in their workspaces.



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**ENVIRONMENTAL MODIFICATIONS AND PROCEDURES:**

- ✓ Signage will be placed at various sites throughout the building to remind all staff (and visitors) of the safety protocols required for everyone's continued health. It is VITAL that you obey all signage at all times. This is for everyone's health and safety.
  
- ✓ Extra spaces for sitting in the lobby/waiting areas have been minimized to accommodate the maximum (1) people in the lobby safety requirement.
  
- ✓ NCIA has updated the building's air filtration system for improved quality. This process allows for a more effective filtration of airborne elements.
  
- ✓ NCIA continues to have daily (Monday through Friday) cleaning of "high touch" surface areas, trash receptacles and bathrooms.
  
- ✓ NCIA has placed social distancing floor decals at various locations throughout the building as a reminder to maintain spacing for safety.
  
- ✓ NCIA is making modifications to the layout of training, computer and meeting rooms (as well as waiting area in lobby) to accommodate fewer people with safe distancing between them at all times.
  
- ✓ NCIA will take additional, preventative measures as appropriate throughout the duration of the COVID-19 pandemic to ensure that the workplace remains safe for all.



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## **Questions or Concerns**

For any questions, concerns or clarification of these protocols please contact one of the people below. Thank you.

Sandra Mock-Myers, Director of Human Resources

[smockmyers@ncianet.org](mailto:smockmyers@ncianet.org)

(443) 414-9038

Sophia Lawson, Director of Quality & Compliance/Chief COVID-19 Officer

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