

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.

ARRIVAL PROTOCOLS (FOR THOSE *ASSIGNED* TO WORK AT THIS LOCATION):

1. Prior to going to the Administrative Building on any day, staff should review the screening protocols (on page 3) and “**self-certify**” that they do not currently have a diagnosis or symptoms of COVID-19. Reviewing the symptoms each day before your shift, and then “showing up at the building” is how you “**self-certify**” for that day.
2. Anyone who is already assigned to work in the Administrative Building should **only** arrive on the days/times they are scheduled.
3. A staff person who wants or needs to come into the building on an unscheduled day should contact their supervisor for approval. It is the responsibility of the supervisor or administrator to notify the receptionist/Human Resources of the schedule change.
4. Upon arriving to the NCIA building, staff assigned to the building will need to use the doorbell to notify the receptionist of their arrival. They will then be “buzzed in”.
5. All people entering any NCIA building should already have and be wearing a mask. There are no exceptions. Since masks are required in public spaces, it is NCIA’s expectation that each person already have one upon arrival. Limited supplies of masks may be available for staff if they do not have one.
6. Prior to entering their workspace (or elevator) all staff should use the hand sanitizer provided in the lobby area and thoroughly rub the sanitizer onto their palms, back of hands and fingers. Then staff should proceed to their office space.

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 (2) people 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. Since masks are required in public spaces, it is NCIA's expectation that each person already have one upon arrival. 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).



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.

Revised August 2020- Changes highlighted in yellow

ELEVATOR SAFETY PROTOCOLS:

1. NCIA is limiting the number of people using the elevator to (1) passenger 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 (1) passenger to board the elevator at a time whenever they are opening it remotely.
3. Passengers must wear their mask the entire time they use the elevator.

STAIRCASE/STAIRWELL SAFETY PROTOCOLS:

1. NCIA has determined that in order to maintain maximum health and safety, the staircases/stairwells in the building have been designated as “One Way Only.”
2. Signage is clearly posted as a reminder on both the 1st and 2nd floor entrances to the stairwells.
3. NCIA is designating that the front staircase/stairwell in the building (closest to the Main Entrance) is for use only to “Go Up” to the 2nd floor of the building.
4. NCIA is designating that the rear staircase/stairwell in the building (further to the Main Entrance) is for use only to “Go Down” to the 1st floor of the building.
5. At no time should staff use either stairwell the incorrect direction that is indicated by the signage.
6. When proceeding up or down the stairwell (in the appropriate direction) you should be respectful of others space and “pace yourself” based on the person in front of you. Maintain as much distance as possible throughout use of the staircase.

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.

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. NCIA will “close off” bathroom stalls and/or wall urinals as necessary to maintain space between each. These will be clearly marked so staff know not to use them.
3. Upon entering a multi-user restroom, staff should check to see how many people are already there. If more than two people are in the room, staff should wait outside.
4. Staff have the option to use provided disinfectant and aerosol spray to clean toilet handles and doors after they have finished using the restroom.
5. 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. NCIA has taken the step of removing microwaves, shared refrigerators and access to kitchenettes and breakrooms. This decision was made for the health and safety of the work environment and meant to keep cross contamination to a minimum.
2. Access to water coolers or dispensing stations will not be removed but all other “kitchen related appliances” will not be allowed at this time.
3. All breakrooms are out of use for meal usage at this time without exception.

MODIFIED SCHEDULING PROTOCOLS:

1. NCIA is taking the step of coordinating schedules for the majority of staff that are assigned to work in the Administrative Building. Certain departments (e.g., Plant Ops, Finance, Information Technology) will continue to work schedules overseen by their Administrative Head.
2. The Director of Human Resources will coordinate with each Administrative Head and/or Senior Leadership to develop a “staffing grid” of times that each person will be in the building.
3. Work schedules will begin with staff who volunteer to work in the office. The Director of Human Resources will maintain a list of staff modified schedules including their designated office space, which shifts they are working and on what days. This master list will be kept by the Receptionist. Any schedule changes should be reported by the supervisor to the Receptionist/Human Resources in advance.
4. NCIA will strive to maintain a 50% occupancy rate (based on Pre-COVID #'s) at all times for the health and safety of the staff.
5. NCIA will maintain a hybrid schedule of remote work, modified office schedule and flexible duties to maintain productivity and continued operations. Hybrid scheduling and modified schedules are subject to the oversight and approval of the Program Leadership.

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 (2) people in the lobby safety requirement.
- ✓ NCIA is in the process of updating the building's air filtration system for improved quality. This process will allow for a more effective filtration of airborne elements.
- ✓ NCIA has conducted a deep disinfectant cleaning during the shutdown and continues to have daily (Monday through Friday) cleaning of "high touch" surface areas, trash receptacles and bathrooms.
- ✓ NCIA is in the process of placing 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.

NEW PROTOCOLS (EFFECTIVE AUGUST 7, 2020)

There will be tables/racks in the front lobby area for Residential staff to pick up cleaning supplies in the future. This may be done on Fridays between 12pm-1pm.

All staff and individual-supported checks should be picked up from the front lobby only. This process will be overseen by the Receptionist on duty with guidance from the Finance Department. Staff must wear a mask when entering and it must remain on the entire time. If an individual will not wear a mask, they can not enter the building with the staff. Please make arrangements in advance if necessary.

Any staff with assigned workspaces in the building may now work **the entire day** but only on their assigned day of the week. Any changes in schedule must still be cleared with the Human Resources Department at least **an hour prior** to your anticipated arrival time. Entry may be denied if notification is not given.

Anyone who is not assigned to work in the building (other than supply pick-up) will NOT be allowed into the building if they do not have a scheduled meeting that is communicated to the receptionist/Human Resources in advance.

No meetings may be scheduled between employees (in person) and their supervisors in the Administrative Building. Meetings should be held via video conference call. Anyone lacking the access to host video calls or with equipment challenges should contact their Director who will get the technical issues resolved immediately.

Staff who visit the building to pick up items (e.g., supplies, medications, etc.) up should leave the building immediately afterwards and not “roam” to “catch up” with other staff. Staff should not gather in offices, hallways or the lobby simply to speak with other staff or supervisors.

Any paperwork that needs to be dropped off for Human Resources can be left in the “drop off slot” outside the main building. This will be checked daily and any paperwork distributed to the correct NCIA department/employee.

Questions or Concerns

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

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