

# COVID-19 WORKPLACE INSTRUCTIONS

## ACCESS TO STUDIOS

No access to the studios is allowed to the public.  
(In effect until further notice 1/26/21)

## SOCIAL DISTANCING / APPOINTMENTS

Prior to appointments, the public will be informed to call SMAC at (781) 341-1708 upon their arrival at the parking lot to notify SMAC employees that they are here for their appointment. The SMAC employee will verify the equipment requested and inform the requestor to wait in their vehicle and the equipment will be brought out and be provided. A mask is required to be worn by the employee and the requestor during the transfer of equipment.

Employees must keep a record of equipment requests with contact information for tracking purposes in SMAC's online Google calendar.

Virtual meetings are strongly encouraged to limit the amount of foot traffic by employees coming into the building.

Hand to hand exchange of DVDS, Files and USB Drives with the public may continue to take place outside of the building.

## SOCIAL DISTANCING Staff

Staggered staff schedules will be implemented to decrease amount of people in the buildings at the same time. The Station Manager will designate a Team A and a Team B.

If a team staff member does not have sufficient materials to work from home and they are not scheduled to come in, they may come in with permission from the Station Manager to only obtain what they need to complete work from home. Once work is obtained, they should leave the building to reduce cross contamination.

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Two or more people are not permitted to work in the same office at the same time unless the office space is sufficient in size to keep employees at least six feet apart.

Larger areas including the Board Room, Studio A & B may be able to have more than one person at a time if social distancing measures are utilized.

Break rooms / eating rooms will remain closed.

Signage will be posted throughout buildings promoting social distancing.

Employees should not use common areas at the same time as other employees.

## FACE COVERINGS

Face Coverings that cover the nose and mouth are required for all employees and persons entering SMAC.

In a shared room or studio, you should wear a face covering if a safe distance is not possible.

When in a common area, i.e., the hallway and rest rooms, you must wear a face covering at all times.

In an isolated office, you do not need to wear a face covering. You must wear a face covering once you leave your office.

Certain people may be exempted from wearing a mask including those communicating with people who rely on lip-reading, those who cannot breathe safely, children under 5, and others.

Employees who may be exempt from wearing a face covering should speak with the Station Manager for appropriate accommodations.

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## CLEANING & DISINFECTING

Contract cleaners will continue to clean weekly, with more attention paid to surfaces that are touched frequently.

### **SMAC Staff Responsibilities:**

Wipe down own equipment (computer, phone, desk, etc.) upon entry and exit daily.

When the building does open for appointments, wipe down areas used during the appointment as soon as the appointment has ended.

Be vigilant and frequently wipe down commonly used surfaces to keep each other safe.

Wash hands/ use hand sanitizer often, including after cleaning equipment and work areas.

Remember not to touch your face. If you do, wash your hands immediately.

If cleaning supplies are needed, please contact Station Manager.

Employees are encouraged not to share materials or office equipment such as phones, staplers, etc.

## EMPLOYEE SYMPTOM SCREENING

Each assigned team workday, employee must self-screen for fever.

Employees who have a fever of 100F or greater and/or other COVID-19 symptoms should inform the Station Manager and not report to work.

The most common symptoms of COVID-19, which may appear 2-14 days after exposure to the virus, include:

Fever

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore throat

New loss of taste or smell

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Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

## WHEN AN EMPLOYEE IS EXPOSED TO AN INFECTED PERSON

Employee should notify the Station Manager and begin quarantining for 10 days. Employee should be tested and obtain a negative test result for Covid-19 before returning to work.

## WHEN AN EMPLOYEE BECOMES SICK

Wipe down their work area / equipment with sanitizing wipes or spray  
Notify the Station Manager  
Go home.

## WHEN AN EMPLOYEE TESTS POSITIVE FOR COVID-19

Their workplace will be shut down by the Station Manager for a deep cleaning and disinfecting by the contract cleaning service in accordance with current CDC guidelines.

The Station Manager will seek guidance from Stoughton Public Health for tracing and staff notification.

The employee must obtain a negative test result and provide it to the Station Manager before being allowed to return to work.

## VACCINATION REQUIREMENTS

Employees will follow State of Massachusetts and Federal Guidelines related obtaining COVID-19 vaccination.

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## TRAINING DOCUMENTATION

The SMAC Station Manager will be required to issue this training to his employees.

The Station Manager shall ensure all staff has received and completed this training program.

The Station Manager will be required to obtain signatures from employees acknowledging that they received the training.

The Station Manager is required to provide to the public SMAC requirements for COVID19 controls by authorizing broadcast announcements, signage, and postings in local newspapers.