

## **COVID- 19 Office Safety Precautions Effective May 26, 2020**

We care deeply about the children and families that we serve in Stokes County. In light of the Coronavirus or COVID-19 and following the directives of the Governor of NC, NCDHHS and the CDC, Stokes Partnership for Children (SPC) has been closed to the public since March 18, 2020. Employees have been working remotely from home.

As we begin the process to slowly reopen, the following steps will be taken:

- Beginning May 26, 2020 and until revised (based on the Governor's Phase 2 and advice from health officials), staff will return to the office for only three days of the week and the other two will remain remote working days. **Days in the office will be Monday, Tuesday and Thursday.**
- **The office will remain closed to the public**, but we will allow employees to have limited contact with the public **by appointment only.**
  - Alternative meeting and communication formats will continue to be encouraged.
  - A dropbox has been installed to provide a means for the public to drop off important documents needed for SPC programs.
  - After all efforts have been exhausted to meet the needs of the public without personal contact, a member of the public may schedule an appointment with SPC staff on one of the three days that the office is open.
  - Arrangements will be made for the employee to meet their client at the SPC **conference room door only.**
  - **At this time, no member of the public may enter via the main entrance to SPC, which is the Administrative Assistance's office.** The SPC main entry door will remain locked.
  - The SPC Conference room door will be locked and opened by appointment only.
  - In order to reduce the chances of spreading COVID-19, visitors will be encouraged to come alone and to leave their children at home, if at all possible.
  - Restrooms will not be open to the public.
  - **Face coverings will be worn by staff** when interacting with the public. For safety, **visitors should also wear a face covering** and should not visit SPC if they have a fever or have been around anyone who is sick or has been sick in the last two weeks. SPC has the option to take temperatures of visitors.
- The SPC office staff will increase cleaning and sanitization practices, particularly in the SPC conference room. All surfaces and door handles will be wiped down and cleaned after each visit by the public.

### Resource Library:

By appointment, SPC staff will meet clients at the SPC conference room door to distribute library resources, text books and to drop off or pick up laminating. Only staff is allowed inside the Resource Library at this time. The public will need to call ahead (336-985-2676) to request Resource Library items so items are ready for pick up or drop off. **See procedures above for the public.**

Once items have been returned, they will be sprayed with disinfectant and placed in a large tub to quarantine for at least 72 hours. After the 72 hours, the items then will be cleaned and wiped down again with disinfectant and returned to the resource library.

### Workshops/Trainings and Technical Assistance:

No workshops or trainings will be held at SPC at this time. If conditions are favorable, this will be revisited in July 2020. In the meantime, SPC has the option to offer alternative meeting and communication formats such as Zoom video conferencing, telephone conference calls, texts, emails, etc.

Please note that these policies are limited in duration and will be modified as needed. Thank you for helping us to keep you safe, and to help us remain safe in our workplace, while we continue to provide vital services to the community.

Cindy S. Tuttle, Executive Director  
Stokes Partnership for Children