



COA Covid-19 Office Staff Protocol

March 19, 2020

In order to keep our community safe and help “flatten the curve” of the COVID-19 pandemic, we have developed the following requirements for the COA workplace:

- If you have underlying conditions or are in a vulnerable group, you should be working off-campus at this time.
- Supervisors will limit the number of people working in any one space as much as possible by staggering schedules or other means. Staff members' work stations must be at least 6 feet apart.
- Stay at least 6 feet apart at all times through all indoor and outdoor spaces including halls, stairwells, parking lots, and offices.
- If you have any symptoms (sore throat, cough, fever), do not come to campus.
- Please follow the college's travel protocol – if you or someone you live with has traveled: <https://www.coa.edu/news/covid-19/travel-visitors/>

When working at the office:

- Wash hands immediately after entering the building, before entering the office.
- Use gloves or paper towel to open door handles. If you use your bare hand to open/close a door, disinfect the door handle immediately.
- Please limit your activity to those areas where you need to be: your personal workspace, the printer, etc. Do not use anyone else's desk, phone, or computer.
- Shared equipment/spaces: use gloves when handling shared equipment during the day (such as printers, microwaves, door handles) or immediately wipe down with disinfectant after use.
- The last person in each office each day should disinfect shared equipment such as the printer, microwave, refrigerator, light switches, and door handles prior to leaving.
- Wash hands upon exiting the office. Recommended: wash/disinfect your hands again as soon as you return home.



- Supervisors may have further protocols for specific circumstances in their offices. Please discuss these with your team.
- If your office needs specific protective/disinfecting tools (such as gloves, wipes, etc.), contact B&G to request supplies.