



COVID-19 Office Procedures

Employees

- Employees are encouraged to stay at home if they are sick.
- Employees will be allowed to wear masks over their nose and mouth to prevent them from spreading the virus.
- Employees should avoid physical contact with others and increase their personal space to at least 6 feet, where possible.
- Employees must use respiratory etiquette, including covering coughs and sneezes.
- Employees should use hand sanitizer and wash hands with soap and water often throughout the day.
- Avoid using other employees' phones, desks, offices, or other office equipment, when possible. If necessary, clean and disinfect them before and after use.
- Employee Only entrances should be used in the main office building and in the accounting office.
- Office visits should be discouraged.
- Keep in person meetings as short as possible, limit the number in attendance, and use social distancing practices.
- Utilize virtual meetings whenever possible.
- Employees should report any safety and health concerns to either their Supervisor or the HR Director.
- Protect the privacy rights of other employees by not sharing information related to a co-worker's leave of absence.

Visitors

- All visitors to the KIER Office must check-in at the front desk. Under no circumstances will visitors be allowed to proceed directly to any office or conference room. The Receptionist will notify employees if they have a visitor.
- A hand sanitization station is located at the front desk. Before visitors are allowed to leave the reception area, they will be asked to either use hand sanitizer or wash hands with soap and water for at least 20 seconds (a restroom is located in the lobby).
- Visitors may also be asked the following questions before they are allowed to proceed beyond the reception area.
 - Do you currently have a fever of 100 degrees Fahrenheit or higher, or chills?
 - Do you have a cough?

- Are you experiencing shortness of breath or difficulty breathing?
 - Do you have a sore throat?
 - Have you traveled from or through, any of the following locations identified by the CDC as increasing risk for COVID-19 within the past 14 days? (China, Iran, South Korea, Italy or Japan)
 - Have you recently been exposed to anyone who has tested positive for COVID-19?
 - Have you been diagnosed with COVID-19?
- In the event a visitor answers “yes” to any of the questions above, they will not be allowed to proceed any further into the office.