

GUIDELINES FOR CHAMBER OFFICE

EMPLOYEES and WORKSPACES

- All employees will be trained on the importance of hygiene, sanitation, and the need to stay home when sick.
- All employees will be asked to clean high-touch surfaces (e.g. printers, door handles, desks, phones), practice social distancing and frequent handwashing. Masks should be worn when maintaining social distancing is not possible.
- A protocol will be developed to screen employees.
- All symptomatic employees are required to stay home and are recommended to be tested
- Six feet of distance will be maintained between employee work stations. If this is not possible, a barrier will be created between workspaces
- The sharing of work materials is to be reduced to greatest extent possible.
- Travels are to be limited as much as possible.
- Employees may be grouped by shifts to reduce exposure to others; or allowed to work from home when possible/practical.
- If possible, natural workplace ventilation will be used.
- Anyone representing the Chamber at ribbon cuttings, member celebrations, award presentations, etc., will be required to wear a mask. All other participants are encouraged to wear masks.

COMMON AREAS AND SPACES

- Six feet of distance will be maintained between guests and employees. If this is not possible, a barrier will be created.
- The number of in-person meeting participants will be limited as follows:
 - Board Room: with tables, 13; Action: with tables, 6 + presenter; NIPSCO: with tables, 7 + presenter, without tables, 12; Leadership: 2
- Congregation in office spaces will be limited.
- Sanitizing supplies will be provided in common areas.
- Signage on COVID-19 safety guidelines and best practices will be posted in common areas.
- Each staff member is responsible for sanitizing the conference room at the completion of their meeting. The front desk staff will monitor this and be responsible for sanitizing the conference room after a non-staff hosted meeting.
- High-contact surfaces and items will be disinfected regularly (e.g. tables, desks, coffee pots)
 - Each staff member will clean high-contact areas after use, including, but not limited to Coffee Maker/Pots, Microwave, Kitchen Counters, and refrigerator handles. The front desk staff will monitor this and be responsible for sanitizing these items after a non-staff hosted meeting.
- Signage will be posted stating the requirement of guests to socially distance and to visit when they are not ill.
- Signage will be posted on the front requiring masks for guests when entering the building and occupying common areas, including hallways and lobbies.
- In-person meetings will be cancelled or postponed when social distancing guidelines cannot be met
- Office areas may be scheduled for deep cleaning.
- Spacing will be maximized at front desks that have high amounts of traffic.

Elkhart County Health Department Public Health Order No. 05-2020

FACE COVERING MANDATE

- All employees and visitors are required to wear face coverings in accordance with this Order.
- All businesses must post the English and Spanish version of the Order 01-2020 sign at each available entrance to their building.
- This Order goes into effect at 12:01 am on November 19, 2020, and will remain in effect until rescinded by the Elkhart County Local Health Officer.
- The full version of this mandate and Frequently Asked Questions are viewable at [Elkhart County Mask Mandate Eng 6-29-20](#) and [Elkhart County Mask Mandate FAQ Eng 6-29-20](#)

GENERAL GUIDELINES FOR ALL BUSINESSES

All Indiana businesses should take measures and institute safeguards to ensure a safe environment for their employees, customers, and clients. This includes any business that has remained open during the Stay-at-Home order, as well as those opening to employees and customers in the coming days and weeks. The safeguards below are based on the recommendations of the CDC and OSHA guidelines should be followed. These are general safeguard protocols for businesses.

EMPLOYERS:

- Vulnerable Employees and Customers – Those 65 and over and individuals with identified high-risk conditions are particularly vulnerable to coronavirus. These individuals should continue remote work as much as possible and should refrain from visiting businesses as much as is possible
- Employee Screening Procedures – Conduct daily health assessments by utilizing a screening procedure for COVID-19 symptoms for employees who are reporting for work. Examples include self-assessments before arrival in the workplace, screening questions, or taking temperatures with a no-touch thermometer
- Personal Protective Equipment – Identify how personal equipment will be used in the workplace, including masks or face coverings or other protective gear
- Social Distancing – Mitigate exposure in the workplace by implementing social distancing guidelines. Ensure a minimum of 6 feet between people, which may be accomplished in a number of ways. Examples include physical barriers such as sneeze guards, limiting capacity, altering shifts, line markings, using appointments whenever possible, and limiting close interactions with customers
- Workplace Cleaning and Disinfection – Implement practices according to CDC guidelines, with regular cleaning of high-touch surfaces throughout the workday and at the close of business or between shifts
- Personal Hygiene – Ensure that employees, customers, and clients have ready access to hand sanitizer, handwashing stations, or other disinfectant products
- Employees with Symptoms – Have a plan in place if an employee presents symptoms. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure
- Implement Plans for Positive COVID-19 Cases – Be in touch with your local health department and follow CDC guidelines to monitor COVID-19 cases and deep clean your facility
- Signage – Post signage about health policies and practices in common areas for employees and customers to see
- Remote Work – Continue to encourage remote work as much as possible
- Families First Coronavirus Response Act – Employers and employees should be aware of the provisions of this act

EMPLOYEES:

- **Stay Home If You Are Ill**– Do not report to work if you are sick, develop COVID-19 symptoms, or believe you may have been exposed by close contact. A list of testing sites may be found at: <https://isdh.maps.arcgis.com/apps/webappviewer/index.html?id=fa61af71d4474e62b2408647d1624817>
- Employees with Symptoms – If you have symptoms at your workplace, please leave and seek medical care or COVID-19 testing. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure
- Hygiene – Ensure you are washing your hands frequently or using other hand sanitizer. Avoid touching your face
- Personal Protective Equipment – Follow your workplace practices. Face coverings are advised
- Social Distancing – Maintain at least 6 feet of distance between you and coworkers, customers, and clients. Consult your employer
- Remote Work – Work from home is encouraged whenever possible