



## CORONAVIRUS – GREEN PHASE GUIDELINES

- **There will be daily staff presence in the office, but remote work and staggered schedules will continue as much as feasible in order to facilitate social distancing recommendations.**
  - When at DCBA, staff will remain in their offices with doors closed as much as possible to limit interaction. Staff members do not need to wear masks when alone in their office.
  - Masks must be worn when interacting with anyone or when moving through common areas or other offices.
- **The office will remain closed to the public (exceptions by appointment only).**
  - Public interaction should be conducted via phone or email as much as possible.
  - Members of the public who must come to the office should be encouraged to wait outside if possible, while business is conducted.
  - Members of the public should not bring guests to the premises.
  - Any visitor to the office (inside or out) must wear a mask and maintain social distance of six feet as much as practicable.
  - Any visitor refusing to wear a mask must remain outside; we will attempt to serve them to the best of our ability.
- **The office will be open to members on a limited basis.**
  - We request that members phone or email the office before stopping by.
    - This will ensure that the staff person they are coming to see is on premises, as well as give staff time to ensure cleaning and safety protocols are in place and social distancing guidelines can be met.
  - The Board, all Committees and Sections will continue meeting remotely.
  - We will require that staff and all visitors wear masks and practice social distancing.
    - Any person refusing to wear a mask will be asked to stay or step outside; we will attempt to serve them to the best of our ability.
  - In person CLEs will not be held.
  - Social events will be guided by green-phase parameters and will mostly be prohibited. Exceptions will be gauged on a case by case basis and must meet recommended safety guidelines.
  - Room rentals will be considered on a case by case basis.
    - A flat cleaning fee will be added to regular charges for all room rentals.
    - The front room will be limited to eight persons at one time (full table set up or reception set up); the dining room will be limited to twelve; and the Board room to four.
    - Masks must be worn when more than one person is in a room.

- **Masks are required to be worn by all staff and visitors at all times.**
  - Staff, tenants, and visitors will supply their own masks. DCBA will attempt to have extra masks on hand as much as possible to accommodate those who are without.
  - If someone is unable to wear a mask, notify the DCBA Executive Director or Office Manager in advance of the visit so accommodations can be made.
  - Tenants moving through DCBA offices or common areas must comply with our rules, including wearing masks, social distancing, and wiping common surfaces after touching them.
  - Any visitor refusing to wear a mask must remain or be asked to step outside; we will attempt to serve them to the best of our ability.
- **We ask everyone to practice social distancing, hand-washing, and cleaning shared surfaces**
  - Maintain at least six feet of distance between people as much as possible.
  - When social distancing is not possible, minimize the length of contact to under ten minutes.
  - DCBA will have hand sanitizer available to the best of our ability for convenience, when hand-washing is not practical.
  - Use sanitizing wipes or soapy paper towels to wipe common surfaces. DCBA will attempt to have wipes available for this purpose.

**Additional Guidelines for staff:**

- Wipe down common surfaces before and after use (using one disposable wipe for both is fine). Common surfaces include:
  - Copiers and other office equipment
  - Door knobs & common light switches
  - Faucet handles
  - Kitchen surfaces
  - Elevator buttons
  - Hand rails
- Maintenance will continue to wipe these and other common areas and surfaces routinely, as well.
- We will attempt to accommodate members and the public to the best of our ability. Members take precedence. If someone is not wearing a mask or not respecting social distancing, and you cannot manage the interaction without feeling safe, you may refuse to serve them. Keep the Executive Director informed of these incidents.