

Office Protocol In response to COVID 19 (Staffing, Cleaning, and Travel)

Objective:

To develop a policy for Mytech employees and concerned individuals about the office protocol relating to the respiratory disease called novel Coronavirus or COVID-19. This document outlines the responsibilities to help mitigate the spread of the disease.

Overview:

This document provides guidance of the cleaning and disinfection of the office premises to help prevent the spread of the virus.

Scope:

The scope of this document is restricted and limited to Mytech employees, prospects, clients, vendors and visitors.

Background:

- Coronavirus has been declared a pandemic and is proving to be fatal if not detected, tested, and treated on time.
- This infectious disease spreads via respiratory droplets through the nose or mouth of people in close contact.
- Physical distance between staff is suggested to be 6 feet away from each other.
- The most common symptoms of COVID-19 are fever, tiredness, shortness of breath, and dry cough. Most of the symptoms are mild initially but start to become prominent gradually. Some people may also develop a runny nose, sore throat, nasal congestion, body aches or diarrhea.
- The carriers of this disease have been known to be the elderly and people with pre-medical conditions like high blood pressure, heart problems, or diabetes.
- To be cognizant of the threat of this infectious disease and the wellbeing of other staff, employees should let their managers or HR know if they came into contact with an infected person.

Office Protocol:

Employee's responsibility:

- As per the Centers for Disease Control & Prevention, there are 3 steps that should be followed – Cleaning, Disinfecting and Sanitizing.
- Employees should wash their hands regularly with soap and water or with an alcohol-based hand rub. This helps to reduce the spread of germs and kills the virus.
- Social distancing from anyone who may exhibit any symptoms of coughing or sneezing. In case you do have to cough or sneeze, it should be done in your bent elbow. Stay away from

contaminated surfaces and avoid touching them and then bringing your hands to your mouth or nose.

- Follow good personal hygiene and clean yourself and your personal office space every day.
- It is recommended that employees should clean & wipe down their office desks, chairs, desktops, laptops, keyboard, mouse, phones, mouse pads, and any surface that they regularly use with a good EPA approved disinfectant. The disinfectant wipes should be used liberally to enable the surfaces to be wet for about 3-4 minutes. The use of sanitizers is encouraged to lower the risk of infection.
- The employee should stay home if they feel any symptoms and should work with their manager to ensure that the manager is apprised of the situation. A plan should be formulated with the manager for the return to work after the quarantine period. The medical leave / PTO policy should be worked out with HR.

Employer's responsibility:

- Mytech is committed to performing the 3 steps mentioned above - Cleaning, Disinfecting, and Sanitizing. Common spaces like the lobby, departmental areas, bathrooms, meeting rooms, are cleaned vigorously and disinfected regularly.
- Cleaning staff will wear gloves while cleaning and wash hands immediately after the process is completed.
- Mytech also has sanitizing stations located in all areas to provide quick access to its employees.
- In the case that a person has been infected in the premises, provisions will be made to evacuate all employees and staff and a thorough deep cleaning process by a professional organization will be initiated to ensure that the threat does not spread to all.
- The infected person will be quarantined and will get medical help along with medical insurance information. In case any person has come into contact with an infected person, that person should self-quarantine himself / herself for 14 days and then return to work after showing no symptoms for 14 days.
- Mytech believes in the safety of all its staff and will work tirelessly to ensure that all staff have understood the impact & threat of the disease.
- Mytech leadership team will keep the staff apprised of the current situation and will work within the premise of the local laws of the land.

Limiting Travel

- All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice.

Physical access:

- This includes the action plan for affected individuals and access for vendors, prospects, clients and visitors.
- In case any person is infected, that person will not be allowed in the office premises. The staff member will have a mandated quarantine until they are free of symptoms for 14 days. Any person returning from international travel from a place that has a high number of cases will be on a self-quarantine for 14 days before returning to work. Any employee who starts to feel any symptoms should immediately inform their manager or HR and make sure that they avoid large gatherings, maintain a safe distance of about 6 feet, and get immediate medical help. Vendors, prospects and clients who visit the office premises should be informed that access has been restricted until the threat of the spread of the virus has been effectively mitigated and handled. Conferences, large group meetings and congregations of people are discouraged until the situation is safe.
- If the situation worsens and a mandated quarantine has become necessary, staff will be asked to work from home, but that would be a staggered approach and tested thoroughly.

References

- <https://www.who.int/health-topics/coronavirus>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- <https://www.cnn.com/2020/03/11/health/how-to-clean-work-desk-coronavirus-wellness-trnd/index.html>
- <https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/infectious-disease-control-policy.aspx>