



MAITLAND
AREA CHAMBER OF COMMERCE

COVID-19 - Responsible Re-Entry, Safety and Mitigation Plan
Updated 7/6/2020

Maitland Area Chamber of Commerce is dedicated to protecting your safety and the safety of our team, our Chamber members and the general public. To this end, in support of Florida's Reopen Safety Plan as recommended by Florida's Reopen Florida Task Force Executive Committee, we have adopted the following safety measures ie*.

****These procedures and protocols can change at any time, pending enforcement from city and county government executive orders.***

GENERAL PROCEDURES AND PROTOCOLS WHICH MAY EXTEND THROUGH ALL PHASES OF CHAMBER OFFICE RE-ENTRY

- Employees (and Interns) who work at the Chamber office should implement and adhere to a daily self-screening protocol and stay home if sick. Employees (and Interns) who work at the Chamber office and have symptoms (i.e., fever, cough, or shortness of breath) should immediately notify the Chamber President or Office Administrator and stay home.
- Until further notice, all members of the Board of Directors, Employees (and Interns) Chamber Members and guests who present themselves at the Chamber office will have their temperature taken upon entry to the building or Chamber-related event with 100.0 F as a threshold.
- All members of the Board of Directors, Employees (and Interns) Chamber Member and other general office guests will be required to wear face masks or face coverings during Phases 1 and 2 while in office or Chamber-related events. During Phase 3, face masks or face coverings will not be required, but are highly recommended for individuals who may be considered vulnerable or high risk.
- All members of the Board of Directors, Employees (and Interns) and Chamber Members who are sick with COVID-19 related symptoms should follow CDC-recommended steps. Members of the Board of Directors, Employees (and Interns) and Chamber Members should not return to the Chamber Office until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. After diagnosis of COVID-19, a doctor's release may be requested for reentry to the Chamber office.

- Members of the Board of Directors, Employees (and Interns) and Chamber Members or guests who have visited or plan to visit the Chamber office and are well but who have a sick family member at home with COVID-19 should notify the Chamber President or Office Administrator prior to visiting the Chamber office.

Recommendations for Members of the Board of Directors, Employees, Interns and Chamber Members:

- Members of the Board of Directors, Employees (and Interns) and Chamber Members can take steps to protect themselves at the Chamber office and at home.
- Follow the policies and procedures of the chamber related to illness, cleaning and disinfecting, work meetings and travel, as outlined later in this document.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover the mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website: www.CDC.gov.
- Avoid using other Employees' (and Interns') phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Protection of Chamber Employees (Interns) is afforded via the protective triad of:

1. Personal hygiene
2. Practicing social distancing of at least 6 ft.
3. Frequent disinfection of Chamber office common surfaces

MASKS OR FACE COVERINGS: Face masks or face coverings **will be required** when in environments where social distancing is not feasible and in the Chamber office during Phases 1 and 2. During Phase 3, face masks or face coverings will not be required, but are highly recommended for individuals who may be considered vulnerable or high-risk.

Older people and people with serious chronic medical conditions are at higher risk for complications.

GLOVES: Based on CDC findings, the Chamber does not require or recommend that our Employees (and Interns) wear gloves except for those performing disinfection of common surfaces.

DISINFECTION MEASURES PROTOCOL

The goal of the Chambers Disinfection Measures Protocol is to establish a sanitary baseline before the Chamber office reopens. High touch surfaces will be disinfected prior to anyone returning to the Chamber office . Once the Chamber office reopens, high-touch surfaces will be disinfected daily and will be completed by staff utilizing a cleaning checklist.

Employees (and Interns) shall be responsible for disinfecting their own desks, phones, keyboards, and other personal work items at the end of each day.

Meeting room conference tables and other hard surfaces (i.e. chair arms), shall be cleaned at the end of every meeting.

DEEP CLEANING and DISINFECTION PROTOCOL

The Disinfection Measures Protocol, above, shall be followed regularly whereas the “Deep-Cleaning and Disinfection” protocol shall be implemented when an active Member of the Board of Director, Employee (or Intern) or guest who has been present at the Chamber office is identified as positive for COVID-19 by testing within 72 hours of a positive test.

Deep cleaning shall be performed by a professional cleaning company as soon after the confirmation of a positive test as practical. In addition to “deep cleaning” Chamber leadership may decide to close the Chamber for a period of at least 72 hours to allow for natural deactivation of the virus.

RETURNING TO CHAMBER OFFICE AFTER HOME ISOLATION

Employees (and Interns) who are diagnosed with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to Chamber Office under the following conditions, consistent with CDC guidelines:

1. If an Employee (or Intern) will not have a test to determine if Employee (or Intern) is still contagious, Employee (or Intern) can return to Chamber office after these three things have happened:

- No fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
- Other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
- At least 7 days have passed since symptoms first appeared

2. If Employee (or Intern) will be tested to determine if Employee (or Intern) is still contagious, Employee (or Intern) can return to Chamber office after these three things have happened:

- No fever (without the use of medicine that reduces fevers)
AND
- Other symptoms have improved (for example, when cough or shortness of breath have improved)
AND
- Employee (or Intern) has received two negative tests in a row, 24 hours apart.

Please contact the Chamber President or Office Administrator prior to returning to work so that you may be advised whether the above criteria have been met in order to allow for return to the Chamber Office, and to discuss documentation that may be required prior to return to the premises.

SOCIAL DISTANCING PROTOCOL

In practice, this means:

- Staying 3 to 6 feet away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.

VISITOR RESTRICTIONS

During Phases 1 and 2 of the Responsible Re-Entry Plan, Safety and Mitigation Plan, the Chamber shall remain closed to the public . The Chamber shall not allow entry by any persons who have had known exposure to other persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.

During Phases 1 and 2, meetings of the Board of Directors shall continue to be held virtually in order to ensure the protection of the Board of Directors, Employees (and Interns) and visitors wishing to attend meetings of the Board of Directors.

Where business-critical, in-person visits do occur, such as to allow business equipment or facilities to remain operational, they should limit exposure to Employees (and Interns) to the extent feasible, by:

- Ensuring they take a direct route to meeting or work areas and do not unnecessarily interact with Employees (and Interns).
- Practicing Social Distancing themselves at all times and instructing visitors regarding the Chamber's expectations regarding social distancing (e.g. no handshakes or embraces, keeping 3 to 6 feet distance when interacting, etc.).
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing the Chamber guidance on this topic.

During phase 3, it is recommended that meetings with the Board of Directors still be held virtually whenever possible. Nevertheless, in-person meetings of no more than 6 people may be held within the Chamber office and after practicing the following guidelines:

- The conference room will be the designated meeting room for all meetings that need to be conducted in-person. Employees (and Interns) are to ensure that visitors take a direct route to the meeting room and do not unnecessarily interact with other Employees (and Interns).
- Practicing Social Distancing themselves always and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces, keeping 3 to 6 feet distance when interacting, etc.).
- Members of the Board of Directors, Employees (and Interns) and visitors are encouraged to present themselves at meetings with their own mask or face covering. However, in case an individual forgets their mask or face covering, disposable masks will be provided by the Chamber for use during meetings. If masks are not available for use, individuals will not be permitted entry to meetings.
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing company guidance on this topic.
- The individual conducting the meeting will be responsible for making sure common surfaces in the room are disinfected between meetings.

BUILDING ACCESS

1. During Phases 2 and 3, only Employees (and Interns) or Board of Directors should be allowed in the Chamber office without prior appointment.
2. If necessary that outside guests need to be present, they must:
 - a. Wear a Face Mask/Face Covering (they will be provided a disposable mask, if they present without one);
 - b. Have their temperature taken upon entry with 100.0 F as threshold; (includes all Members of the Board of Directors, Employees (Interns) and guests);
 - c. Answer all the screening questions (attached); and
 - d. Utilize hand sanitizer as they enter the building.

Signs shall be clearly posted on the doors entering the Chamber office that all entering the office need to be free of COVID-19 symptoms (i.e. fever, cough, shortness of breath), or not have been in contact in the past 14 days with other people confirmed sick of COVID-19.

MEETING ROOMS

- During Phases 2 and 3, meetings at the Chamber office should be limited to no more than 6 Employees (and Interns) and/or Board of Directors and/or guests that have been preapproved for attendance only with adequate spacing between seats. Meeting with others outside the organization should continue to be conducted virtually.
- Meeting rooms shall be disinfected after each use (see Disinfection Measures Protocol as outlined above).

COMMON AREAS

- Employees (and Interns) are not required to wear masks or face coverings when in their personal office space. However, they will be required to wear masks or face coverings when leaving their personal space to other parts of the facility.
- Since masks or face coverings cannot be worn when eating and drinking, Employees (and Interns) should physically distance when they are on breaks in the same room at the same time.
- Avoid all non-essential gatherings.
- Sanitize all food containers before storing in a common area. Food stored in a common refrigerator should be placed into clear zip-loc bags. A name and a date should be written on the bag.

TRAVEL

- Minimize non-essential travel and adhere to CDC guidelines regarding isolation after travel.

DATE: _____

COVID-19 DAILY CHECKLIST PHASE 1, 2 and 3
Daily Disinfection Strategy

Task	Time	Initials
Wipe down entry door handles as well as interior door handles.		
Wipe down the coffee machine (if used).		
Wipe down the top of the main desk.		
Wipe down tables and chairs in common areas.		
Wipe down all light switches, other than those in personal offices.		
Wipe down all copiers.		
Wipe down refrigerator door handles.		
Wipe down all cabinet door handles.		
Wipe down all closet door handles.		
Wipe down all surfaces/items in personal workstations.		