



OFFICE USAGE DURING COVID-19

POLICY: Office visits during the COVID-19 Pandemic and the safety protocol for staff which will occur when visits are determined to be necessary.

PURPOSE: Office visits should be limited in order to prevent the spread of the COVID-19 virus

PROCEDURES: Criteria for office visits

1. When possible, designate staff who will be able to access office.
2. When possible, establish schedule for staff to be onsite. No more than one staff at a time is allowed on premises unless required for service provision.
3. For any office visit: Call Team Leader or Director prior to going to the office. All staff must get approval prior to going to office unless they are scheduled to be there.

Procedure for Entering Bridgeway premises

Prior to Arrival:

- a. Do not wear jewelry
- b. Tie back hair

Upon arrival to building (while still in your vehicle)

- c. Sanitize hands and place PPE (N95 mask) firmly on your face

After entering building, wash or sanitize your hands

- d. Wipe and sanitize any surfaces you contact
- e. Wash or sanitize your hands after touching any and all door knobs
- f. Avoid touching your face
- g. Clean your work area i.e. computer, telephone, desk area with disinfecting wipes at every visit to the office
- h. Clean any light switches, surfaces you may have touched with disinfecting wipes
- i. Wipe down door knobs with disinfecting wipes when leaving office
- j. Discard of disinfecting wipes after use in a garbage can

Upon entry to building

- k. Limit visit to essential areas
- l. Limit visit to minimum time needed to complete the tasks on hand

After leaving building

- m. Sanitize your hands prior to entering your car

Attribution:

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