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| **Reopening** | **Stage 1** | **Stage 2** | **Stage 3** |
| At all times | If staff feel unwell, or someone in their household is ill, staff must stay home.  Remove half of conference room chairs.  Wear a mask whenever social distancing cannot be maintained.  Wash your hands as often as you think of it and use the hand sanitizer whenever washing your hands is not possible. | | |
| Social Distancing Plan | Up to 4 staff can be in the office at one time.  No staff can share offices.  Closed to visitors. | All staff can be at the office, but also have an option to work from home.  Staff must maintain 6 ft of distance.  Visitors can come in by appt. only, and only if social distancing can be maintained. | All staff will be at the office.  All visitors welcome during office hours.  No large meetings in the conference room. |
| Kitchen | Only 1 person in the kitchen at a time.  No shared items in fridge.  Wipe down kitchen after using it.  Clean all dishes immediately after using them or place them in the dishwasher.  Wash your hands. | | |
| Bathroom | Wipe down all surfaces after using bathroom with disinfectant wipes.  Leave lid up to reduce contact.  All shared items (lotion, etc.) will be removed.  Wash your hands. | | |
| Hallway | Avoid passing anyone in the hallway. | | |
| Personal office cleaning | Staff will wipe down all office surfaces at the end of each day.  Staff must keep a “clean desk” – no pens, shared implements (staplers, etc.) on the desk. All dishes washed each day. | | |
| In person meetings | No in person work meetings – all must be on Zoom or by phone. | In person meetings are allowed but discouraged unless social distancing can be ensured throughout. | |
| Office cleaning | Every staff person in the office will wipe down all surfaces with disinfectant at the end of each day, as well as light switches and doorknobs.  Serena will also wipe down the copier, front desk, work area, entry door handles, and security keypad.  Professional cleaners will clean with CDC recommended disinfectant each week.  Staff will wipe down the kitchen after their individual use, so it is prepared and safe for the next staff person to use.  Staff will wipe down the bathroom after their individual use so it is prepared and safe for the next staff person to use. | | |
| Masks | All staff will personally ensure that they have a mask available to use in case of emergency, or when social distancing cannot be maintained despite our best efforts. Disposable masks will also be available to staff if needed. | | |