

PACVB Clean, Safe & Healthy Office Policy

Updated May 27, 2020

In addition to the CDC Guidelines referenced below in this policy, the following guidelines will also be administered by the PACVB and are subject to change based on information provided by health and safety officials:

- 1) The PACVB will work with recommendations or mandates from local government, health departments, the State of Illinois and/or the United States Federal Government in regards to public safety measures for our staff, our guests and our community. Employees should consult with direct supervisors for clarification, questions, or approvals regarding our clean, safe and healthy procedures. These policies may change at any time.
- 2) The PACVB President/CEO will notify all employees on the status of the PACVB Office
 - a) Fully Open -- Office is fully open with normal Monday - Friday hours of operation and fully functioning to receive guests and visitors. Work from home and alternate hours are allowed with management approval.
 - b) Soft Open -- Offices are operating at reduced hours Monday - Thursday. Offices are closed to the general public and only open for staff members to conduct business. Work at home and alternate hours are allowed with management approval. Client meetings will be discussed and approved by department managers in consultation with the President/CEO.
 - c) CLOSED -- Offices are closed. Employees should only access the office to conduct essential business operations. No guests are allowed. Work at home and alternate hours are allowed with management approval.
- 3) When recommended by the CDC and local health departments, Personal Protective Equipment must be utilized per recommendations.
 - a) Masks are recommended to be used when more than one person is present and social distancing of 6 feet cannot be maintained.
 - b) In person meetings must observe all recommendations for PPE and social distancing recommended by the health department and/or CDC.
- 4) PPE for office guests -- all office guests must follow PPE recommendations by the health department and/or CDC. If a guest refuses to follow the guidelines they can be asked to leave the office immediately. All guests are recommended to adhere to social distancing guidelines.
- 5) PACVB Employees must not attend outside meetings with staff or community partners without having the proper PPE equipment. All social distancing recommendations must be followed when conducting business outside of the office.
- 6) Employee illness -- If an employee becomes ill, they should self isolate and work from home or rest at home depending on the severity of illness. If an employee develops a fever of 100.4 or higher, they should self-isolate for at least 48 hours at home before returning to the office. **Exposure or symptoms of COVID-19** – If a staff member is experiencing COVID-19 symptoms (fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat or new loss of taste or smell) or is exposed to someone experiencing these symptoms, the staff member will be required to work from home until the symptoms have subsided or a negative COVID-19 test is obtained. If a

staff member tests positive for COVID-19 or is exposed to someone who has tested positive for COVID-19, the staff member will be required to work from home until a negative COVID-19 test is obtained, and their medical provider indicates it is safe to return to work. We expect the staff member to quarantine at home for 14 days in these situations. If a staff member tests positive for COVID-19, the office will be temporarily closed, sanitized accordingly and all staff will revert to working from home until it is deemed safe to return.

- 7) PACVB office common spaces such as the kitchen/break room, copy room, storage rooms, etc., should be used by no more than 2 people at a time when social distancing is recommended. Doors to shared use rooms should remain open.
- 8) Regular cleaning will be the responsibility of employees at their workspace. Individual office trash removal is up to each employee. In addition:
 - a) Common space cleaning will be done through an office schedule
 - b) Periodically, a professional cleaning crew will clean the office, schedule TBA
 - c) PACVB employees agree to hold each other accountable to keep the office clean.
 - d) PACVB will provide cleaning supplies for employees for use at the office.

CDC Recommendations: Employees should take the following steps at work:

- Follow the policies and procedures of the employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if sick, except to get medical care.
- Practice social distancing by keeping at least 6 feet away from fellow co-workers, customers, and visitors when possible.
- Understand that no one with [symptoms](#) should be present at the workplace. Employees should inform their supervisor if they or their colleagues develop symptoms at work, especially [fever, cough, or shortness of breath](#).
- Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, [coughing, or sneezing](#), or having been in a public place.
 - Use hand sanitizer that contains at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc.
- Minimize handling cash, credit cards, and mobile or electronic devices when possible.
- Avoid all non-essential travel.

I, _____, acknowledge receipt of a copy of the Peoria Area Convention & Visitors Bureau (“PACVB”) Clean, Safe & Healthy Office Policy. I understand and agree to follow the procedures and protocols as outlined and understand they are subject to change at any time.

Employee signature: _____ Date: _____