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| --- | --- |
| **1** | Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19? |
| **2** | Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19? |
| **3** | Have you, or anyone in your family, traveled outside of the United States within the last 14 days? |
| **4** | Have you been medically directed to self-quarantine due to possible exposure to COVID-19? |
| **5** | Are you currently having trouble breathing or have flu-like symptoms within the past 48 hours, including: fever, cough, shortness of breath, sore throat, runny/stuffy nose, body aches, chills, or fatigue? |

**Our offices are closed, however, please read the questions below if you have been given permission to enter.**

**If you are not a Garney employee-owner, you must call the person you are here to see.**

**They will let you in based on your following of the protocols below.**

**If you answer yes to any of these questions, DO NOT ENTER and please contact**

**Yvonne Waterman at 913-209-0499. Thank you.**

**Temporary Staffing – Office Protocols**

1. Thermometer, disposable face masks, hand sanitizer, and sanitizing wipes must be available at the front entrance for anyone who can answer “no” to the five questions above.
2. Social distancing must be maintained while in the office.
   1. Avoid in-person meetings. Use online conferencing, email, or the phone when possible, even when in the same building.
   2. Unavoidable in-person meetings should be short and in a large meeting room where people can sit at least six feet apart.
   3. Do not congregate in work rooms, break rooms, copier rooms, or other areas where people socialize. Keep six feet apart when possible.
   4. Bring lunch and eat at your desk or away from others.
3. Face masks must be worn at all times in the office. The only exceptions to this are if alone working in a private office or while working at a workstation where social distancing is maintained. When getting up and walking around the office, face masks must be worn.
4. Practice safe personal hygiene.
   1. Wash hands thoroughly with soap and hot water frequently or by using alcohol based/waterless hand hygiene products. Avoid touching your mouth, nose, and eyes.
   2. Practice cough etiquette. Cover your mouth with a tissue and cough into the tissue. If you don’t have a tissue, cough or sneeze into your upper sleeve or elbow—not your hands. Stay clear of anybody who is coughing or sneezing.
   3. Appliance controls. Do not use another person’s telephones, keyboards, desks, or appliances without first disinfecting the appliance or surface with an antiviral cleaning wipe/product.

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**These protocols are not for a full office opening. They are in place for a small group of employee-owners who must be in the office for a specific task while the office is closed.**

**If not approved to be in the office, you should seek approval from your supervisor or not enter the office.**