



# Christian Family Care

## IN-OFFICE HEALTH & SAFETY GUIDELINES

Beginning Wednesday, May 20<sup>th</sup>, CFC teams can resume normalized operations following these guidelines and further guidance from your program's leadership.

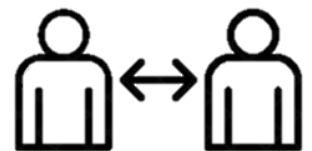
### CLEANLINESS & SANITIZATION

- **Cleaning, disinfecting, and sanitization** will continue to the highest extent at all offices. Spray bottles of disinfectant will be available for use at CFC locations. Employees using public areas are asked to **wipe down surfaces after use** (i.e. breakroom tables, conference/training rooms including hardware like remotes, keyboards, etc.).
- Continue to **wash your hands frequently** for at least 20 seconds, especially before and/or after contact with high-touch surfaces and leaving/coming back into the office.
- Avoid touching eyes, nose, and mouth.



### PHYSICAL DISTANCING

- Keep at least **6 feet** between yourself and others.
- **Stay home if you are sick** or exhibiting symptoms compatible to COVID-19 (fever, cough, shortness of breath). Please follow CDC guidelines ("What to Do If You Are Sick") on proper self-isolation practices (links to CDC website available on the Ten:24).
- When utilizing public areas (copy areas, breakroom/kitchens, meeting rooms), exercise physical distancing best practices to guide your interaction with these areas. For example, if you enter a breakroom to eat your lunch but it is not possible to be distanced by 6 feet from the others, return at a later time, utilize the outdoor picnic tables, or take your lunch to eat at your desk.
- **Your work area(s):** If you share cubicle space with another employee and are not comfortable with the distancing, use available office or conference room space. Utilize Outlook scheduling when possible and remember to disinfect your temporary work space.



### OTHER

- You may choose to wear a **cloth face covering** while inside CFC offices, but you should follow CDC protocols for proper usage of face masks.
- In the Phoenix office, the lobby restroom should be used by clients and visitors ONLY. Employees should use the restrooms in the south halls (up/down stairs).

