

COVID-19 Response: Roadmap for Reopening

Guiding Decision Factors

WorkOne Northeast career centers will abide by governmental guidelines, when possible, as we strive to balance public health concerns with the needs of our business. The following operating protocols have been established in order to keep our staff and customers as healthy as possible.

General Operating Protocols

- ▶ All staff and customers are encouraged to self-screen prior to entering the facility. Any staff or customer that have COVID-19 symptoms or an elevated temperature of 100.4° are asked to not enter the facility. Any staff with symptoms, or that become symptomatic, will be sent home and instructed to contact their health care provider.
- ▶ All staff and customers must follow social distancing protocols and are asked to practice good hygiene by regularly washing and sanitizing hands, covering mouth when coughing and sneezing, and avoid touching eyes, nose and mouth.
- ▶ All staff will be required to wear identified PPE in all common areas of the center(s). PPE identified as required include face mask and face shields.
- ▶ When necessary, face-to-face interactions will practice and follow social distancing protocols.
- ▶ High touch surfaces, such as tables, chairs, door handles, countertops and equipment, such as computers, phones, mice and tablets will be disinfected throughout the day.
- ▶ Office hours are subject to change based on guidelines from state and local authorities, CDC and OSHA.
- ▶ All nonessential social gatherings such as workshops, on-site job fairs, etc. are suspended until no earlier than June 14.

**The safety and health of our employees and customers is our highest priority.
We appreciate your understanding, and following these protocols, to help keep our
employees, customers and families healthy.**

Information Updates

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