

Effective 5/11/20

GUIDELINES FOR CRITICAL, ESSENTIAL WORK IN THE PRESBYTERIAN CENTER

(These guidelines will be updated as necessary, and updated versions will be posted on CenterNet.)

- Work from home will continue at least for the month of June.
- The building will remain closed except for critical, business-essential work.
- **(New!)** Effective June 1, limited hours for critical, business-essential work will be extended Mondays, Wednesdays and Fridays to 9 a.m.–3 p.m.
- **(New!)** Effective immediately, everyone **MUST** wear a mask to enter the building and wear a mask when walking anywhere in the building except personal office/desk space. You may wear your own mask or be provided one upon entry to the building.
- Anyone coming to the Center must notify their supervisor prior.
- The Witherspoon entrance **ONLY** will be open. The Washington Street entrance will not be open.
- Anyone who feels unwell should **NOT** come to the building.
- Anyone who has been exposed to anyone who has tested positive or has symptoms should **NOT** come to the building.
- Everyone must present their badge to Security, who will log your name.
- Everyone should observe “mask safety” guidelines that will be posted throughout the building.
- Common areas (Cafeteria, The Spot, exercise room) will be closed.
- Break/coffee areas on each floor do not have doors, so they cannot be closed. Only one person should be in this area at a time. Please wipe down any surface you touch with disinfectant.
- Conference rooms should be used only on a limited basis where social distancing can be maintained. Continue to use Teams or Zoom for most meetings even in the building.
- Restrooms will have an “Occupied” sign installed.
- Everyone must maintain appropriate social distancing. For example, one person in the elevator at a time.
- Disinfecting materials will be provided throughout the building. You will receive disinfectant for your workspace.
- No food deliveries inside the building — delivery must be picked up outside the Witherspoon entrance.
- No guests or volunteers, including children, may come into the building.