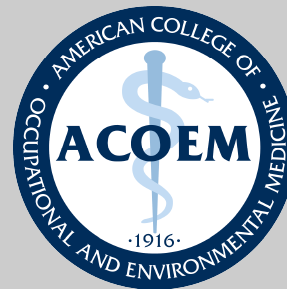


Returning to the Office



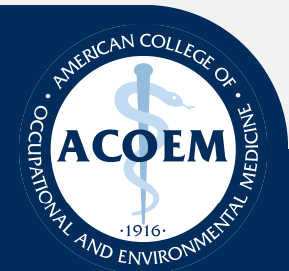
AMERICAN COLLEGE OF
OCCUPATIONAL AND
ENVIRONMENTAL MEDICINE

IL Phase 3: ACOEM Protocol

May 25, 2020

ACOEM Office Protocol for IL Phase 3

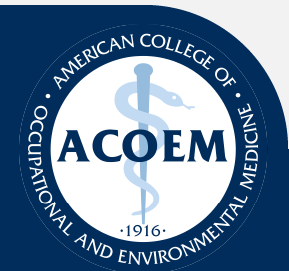
- Work from home remains **strongly** encouraged.
- If you are sick, even if it is not likely COVID-19, stay home.
- Staff who choose to return to the office remain under mandatory social distance and sanitation requirements.



ACOEM Office Protocol for IL Phase 3

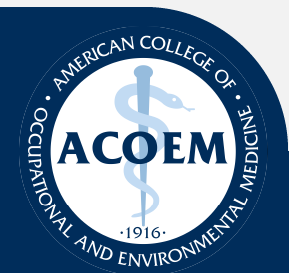
- Space Limitations

- The President's Office / Conference room is off limits.
- The Hamilton Room is limited to a maximum of 7 persons.
- The Learning Center is limited to a maximum of 10 persons.
- The Lounge is limited to 2 persons.
- Kitchens are each limited to 2 persons.
- Meetings with more than 4 must be on Zoom/conference call.
- Offices are limited to 1 person. Bill's office will allow 2
- Cubicles are limited to 1 person.



ACOEM Office Protocol for IL Phase 3

- Use the Out of Office Calendar to note times you will be in the office
 - Include your name and “In Office” on the calendar item.
 - Be sure to block the time you intend to be in the office.
 - If you work in a cubicle, verify that your immediate neighbors are not planning to be in the office before coming in.
- All interior doors should be left open and unlocked.
 - Excludes the two accounting offices which will remain locked when not occupied



ACOEM Office Protocol for IL Phase 3

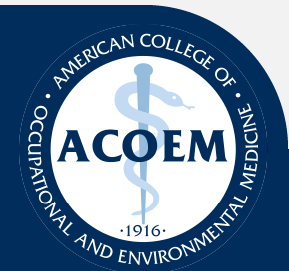
- Sanitation

- Wash hands properly before and after any use of items in the kitchen and upon entering and prior to exiting bathrooms.
- Hand sanitizer is readily available throughout the office. Use it before and after touching any common surface. (suite door handles, appliances, printers, switches, etc.)
- Limit contact with shared surfaces as much as possible.
- Disinfect all common area surfaces before and after use.



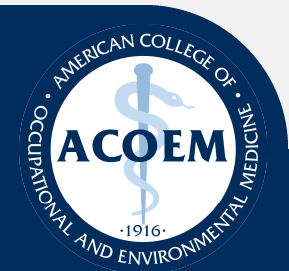
ACOEM Office Protocol for IL Phase 3

- Social Distancing
 - Absolutely no person to person contact except in the case of a medical emergency.
 - Keep a minimum of 6 feet distance from any other person.
 - Absolutely no guests allowed. This includes business guests.
- Masks
 - A mask is required when not in your office or seated at your desk.
 - A mask is required while seated in a common space.
 - Having lunch in the lounge is an allowed exception.
 - A mask is strongly encouraged while seated in a cubicle.
 - By now, you likely have a mask, but we are trying to procure disposable masks for staff use.



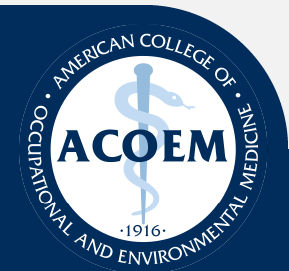
ACOEM Office Protocol for IL Phase 3

- Getting to the Suite
 - Wear a mask for the entire trip from your car to the suite.
 - Try not to enter an elevator if there will be more than two occupants.
 - Elevator buttons and their lobby call buttons should be considered high-traffic surfaces; assume they are contaminated.
 - Wash your hands properly or use hand sanitizer after you arrive in the suite.
- The Building
 - Property management is disinfecting high-traffic surfaces in the common areas multiple times each day.
 - Our suite is cleaned completely each evening.



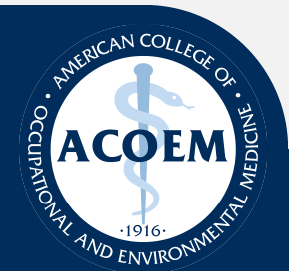
ACOEM Office Protocol for IL Phase 3

- Assume everything is contaminated.
 - Especially kitchen and bathroom items.
 - We have a decent supply of disposable kitchenware. Use them as a priority.
 - Wash silverware, plates, bowls, cups, glassware, and others prior and after use.
 - **Do not leave dirty items in the sink or dishwasher. This defers a contamination problem to someone else and adds to the risk of exposure.**
 - Dispose of all candy/mints in shared candy dishes. Do not refill these. Do not touch or consume any candy or other food items that have been left in common areas.



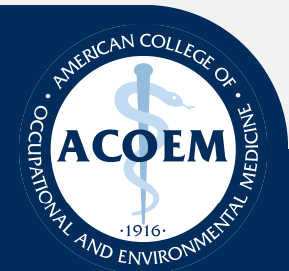
ACOEM Office Protocol for IL Phase 3

- **Should I go to the office?**
 - Do you have an essential task that can only be completed at the office?
 - Have you been free of any symptoms of COVID-19 for at least two weeks?
 - Have you been free of any contact with persons who are symptomatic or known to have been exposed to persons with COVID-19 for at least two weeks?
 - Has everybody in your household been free of symptoms, contact with persons having symptoms, or contact with persons known to have or have been exposed to COVID-19 for at least two weeks?
 - Are you and those in your home free of any medical complications, compromised immune systems, or other factor that would place you in a high risk category for exposure?



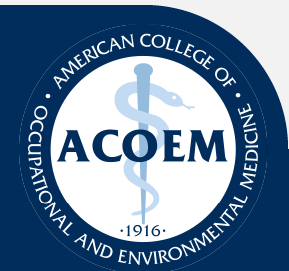
ACOEM Office Protocol for IL Phase 3

- Should I stay home?
 - Yes. You should probably stay home, except for **very limited and justified** use of the office space.
 - We miss seeing you too but prefer to see you healthy and well.



Bottom line...

- We don't need to rush back to the office.
- We have been able to get our work done very well and this has only been a moderate inconvenience for the most part.
- **The health and safety of all our staff is the most valuable resource ACOEM has. We should not put anyone at unnecessary risk.**



Thank you and be safe.

