



**CEN**

Center for Electroneurodiagnostics

# **Office Reopening Policies and Procedures**

**COVID-19  
Rev. 7/01/2020**

# Health & Safety

Protecting the school's most  
valuable asset:

**YOU**

**The following procedures were created to ensure everyone's safety.**



# Keeping our Workspace Clean

A team effort.

**COVID-19 policies to ensure a healthy and safe workspace.**

- Hot spots and common areas:
  - Wiped down with disinfectant two times per day
  - *Areas include, but are not limited to:*
    - Doorknobs, mailroom, kitchen area, conference rooms
  - Individuals are responsible for wiping down their area with disinfectant at the end of their workday.
- **Gloves and masks are available next to the cleaning supplies located at the entrance to the office.**
- Make sure to wipe down all community items used in the kitchen and other common areas.
- **The onsite maintenance crew is cleaning the building several times per day.**
- We must maintain an open line of communication regarding cleaning as a team. Please submit suggestions for improvements to HR or to the Safety Officer—Christopher Pace.

# For Your Protection

## Personal Protective Equipment

CEN will provide the following PPE:

- Hand sanitizer
- Face masks for use office use
- Cleaning products
- Gloves for cleaning and use throughout the workday



### TIPS:

- *Remember to wash your hands frequently throughout the day for at least 20 seconds, preferably before and after eating food!*
- *Please refrain from touching your eyes, nose, and mouth.*

# Avoid Contact

Minimize risk further by taking the following precautions:

Walk Flow/Social Distancing:

- Always maintain 6 feet between you and another person.

Do not share your equipment or office supplies (pens, keyboards, etc.)

- A paperless environment is encouraged.

Kitchen area:

- Eat at your desk if possible
- Personal plates, cups, and eating utensils are required.
- No more than two people in the kitchen at a time.

Office Visitors:

- Is the visit to the office necessary? Can the meeting/visit be done via one of our virtual meeting platforms?
- Notify the Safety Officer (Christopher Pace) and ensure visitors follow all office safety policies.
- Every visitor to the office is required to have their temperature checked.
- Each visitor must wear a mask and gloves.

Clinical Team:

- The clinical team will adhere to the official visitor's policy (see above).

- Always use a mask and gloves when visiting the office.
- Do not bring clinical equipment to the office unless approved by the IT Team and your manager.

# Health Monitoring

## Knowing the symptoms of COVID-19

### Listening to your body

- **Self-monitoring:** Know the symptoms of COVID-19 and do a self-check before coming into the office.
- Symptoms may appear 2-14 days after exposure to the virus:
  - Fever
  - Cough
  - Chills
  - Shortness of breath or difficulty breathing
  - Repeated Shaking
  - Muscle Pain
  - Headache
  - Sore Throat
  - Loss of taste or smell
- **If you are feeling sick or have been exposed to someone exhibiting COVID-19 symptoms, DO NOT** come to the office.
- **Don't be afraid to speak up**
  - If you notice that a coworker appears unwell or feel that you have been exposed to COVID-19, please report this to your manager or HR. **Note:** CEN does not support retaliation of any kind.
- **Reminder:** If you cough or sneeze, please use proper etiquette and cover your mouth with the inside of your elbow or use a tissue.

