MEMORANDUM

TO: All PERC Staff & Visitors
SUBJECT: Protocols for PERC's Office
DATE: Effective Friday, April 24, 2020; UPDATED: June 18, 2020

Note that failure to comply with these protocols, including cleaning up after yourself, will result in disciplinary action.

1. Social Distancing: We will adhere to social distancing protocols that dictate six feet of spacing between individuals. It is everyone’s individual responsibility to ensure they are practicing this at all times.
   A. To accommodate this, we will need to restrict the restrooms, kitchen, and the front desk/copier area to one person at a time. When Sharie is working in the office, the front desk area will be closed to everyone but Sharie outside of using the copier.
   B. When possible, we will limit face-to-face meetings to the conferencing room where social distancing is possible.
   C. You are required to wear a face mask any time you are in the PERC office. The mask should cover from the bridge of your nose to your chin.

2. Hand Washing: Individuals should wash their hands frequently. Wash your hands before and after touching items in common areas, especially in the kitchen (Keurig machine, coffee pot, kettle, cupboard drawers and doors, microwave, and refrigerator), restrooms, and the copier.

3. Extra Cleaning and Shared Areas:
   A. You are responsible for wiping down any common surfaces that you touch prior to leaving the area including the kitchen, copier, and conference room.
   B. Cleaning supplies are available to keep your individual areas disinfected and hand sanitizer will be placed around the office for your use.
   C. It is best to use your own desk supplies; do not use any office phone except your own.
   D. Janitorial services will focus on using medical grade cleaners and wiping down all frequently touched surfaces including the door handles and counters, especially in the front office, kitchen, conference room, and restrooms.

4. Sickness: It is essential that you remain at home if you or someone in your living situation has been exposed to are experiencing any symptoms whatsoever or have tested positive for Covid-19.
   A. Before leaving your house to come to the office, complete a self-assessment for symptoms including using a thermometer to check for a fever. You must stay home for at least a week if you have any symptoms.
   B. In the foyer we are providing a thermometer. Please wipe it down with disinfectant after use.
   C. Please do not come to the office if:
      a. You or anyone in your household is showing symptoms of
         i. Fever or chills
         ii. Cough
         iii. Shortness of breath or difficulty breathing
         iv. Fatigue
         v. Muscle or body aches
         vi. Headache
         vii. New loss of taste or smell
         viii. Sore throat
         ix. Congestion or runny nose
         x. Nausea or vomiting
xi. Diarrhea
   b. If you or anyone in your household has been in contact with someone who has tested positive.
   c. If you or anyone in your household has been told to quarantine for any reason.
   d. If you or anyone in your household is awaiting test results.
   e. We are counting on each other for protection, so err on the side of caution. We realize that sometimes we can look fine but have that sensation of not feeling well. We ask that you do not come into the office in those cases.

D. Information on Covid-19
   a. What is COVID-19?
   b. Flattening the Curve
   c. Quarantine/Self-Isolation

5. Visitors other than fellows: It is our intention to prevent all visitors and vendors from entering the building until further notice. Employees should meet guests, deliveries, and vendors outside of the PERC building:
   A. A sign will be placed in both entrances indicating that essential visitors are required to call ahead so a staff member can meet them outside the building.
   B. Our accounts with many vendors have been suspended and will remain suspended until we notify them otherwise.
   C. No pets or children are allowed in the office at this time.
   D. Meetings with guests other than visiting fellows should take place either outside on our deck or patio or offsite.
   E. The conference room is only open to staff except for during the seminars. We encourage you to meet in our patio or deck space. Please check with Bonnie for alternative meeting spaces.
   F. Invited seminar participants should enter the building through the double doors and proceed to the conference room using the stairs to the left of the restrooms.

6. Visiting Fellows: To limit exposure, as of right now, summer fellows, senior fellows, visiting scholars, and other visitors (including friends or family) should not be coming to PERC until July 6, 2020.
   A. Fellows must sign their fellowship waivers and initial this document before they can enter the building.
   B. Bonnie will send them an email or call one week prior to their arrival reminding them to bring a mask, check for symptoms, and to practice social distancing.
   C. Upon arrival Bonnie will give them a tour and go over this document, the location of cleaning supplies, and the thermometer.

7. Incoming and Outgoing Packages and Letters:
   A. We do not offer outgoing mail service. Please mail your letters directly or reach out to an administrative staff member for assistance.
   B. UPS and Fedex will be instructed to leave packages in the foyer and to call if they need a signature; a staff member will meet them outside the building.
   C. We will leave packages in the foyer for three days prior to opening them.
   D. Protective gloves are to be worn to collect, handle, and/or process all incoming mail.

This is a living document, and it will be revised and updated as needed. Please note that although we are doing all we can to prevent exposure to Covid-19 while in the PERC offices, we can not eliminate the risk of exposure. Reach out to monique@perc.org if you require special accommodations.