



Flintridge Center Re-Opening Protocols, Guidelines and Checklist

1. External Communication

- Flintridge has posted clear signage reminding people to maintain physical distancing of at least 6 feet in high-visibility areas throughout the Center.
- Flintridge will post updated health guidelines and Center operations on its website and social media platforms (Facebook, Twitter, LinkedIn, Instagram)
- The City of Pasadena Protocol Checklist is posted clearly in high-visibility areas throughout the Center.

2. Internal Communication & Training and Records

- The City of Pasadena Protocol Checklist will be provided to Flintridge employees following a mandatory all staff training on June 29. The all staff training will include:
 - Information on COVID-19
 - How to identify symptoms
 - The importance of not coming to work if experiencing COVID-19 symptoms or other illness
 - Proper use of face coverings and other PPE
 - Physical distancing measures, sanitization and handwashing
 - Information on benefits related to staying at home
 - Proper safety protocols for use of disinfecting solutions
- Each employee is required to email their weekly in-office schedule to the Co-Executive Directors and Flintridge Center Coordinator before 12pm Friday of the previous week. The weekly employee schedule is emailed to all employees every Monday morning by the Co-Executive Directors.

3. Protection of Employee Health

Employee Health Screening

- Any staff who wish to return to the office **in any capacity** will be **REQUIRED** to have a COVID-19 test and negative result before their return date. Testing is now free but the whole process takes **several days**: <https://lacovidprod.service-now.com/rrs>. We understand both the test as well as its results have significant limitations but it is a minimum requirement.
- Staff working in office will be **REQUIRED** to take their temperature **EVERY DAY** before beginning work. All staff should take their temperature at home before heading to the office. Flintridge Center will also be responsible for taking your temperature every day with a no contact thermometer. Employees with a temperature of 100.0 or higher should not come to the office or will be sent home (The CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4).
- Under **no circumstances** should any staff come in to the office if feeling sick or experiencing COVID-19 symptoms. Staff will be sent home if they arrive sick or become sick during the day and will be encouraged to contact their medical provider.

No staff are required to come in to the office as of 6/22/20 and employees will not be penalized if they stay home or stay home due to illness.

In the event that one or more employees is diagnosed with COVID-19, the employee and all employees/ visitors the employee has come in to contact will be required to isolate at home. Services for visitors will continue remotely. Employees identifies as positive as well as all employees who come into contact with that employee will be required to isolate at home for a minimum of 14 days. Employees identified as positive as well as all employees who come into contact with that employee will be required to provide a negative COVID-19 test result before returning to the workplace.

Visitor Health Screening

Flintridge Center will take the temperature of all visitors to the building using a no contact thermometer. Flintridge will also screen for visible symptoms. Visitors experiencing symptoms or who record a temperature of 100.0 degrees or higher will not be permitted to enter the building. All visitors will be given a face covering and hand sanitizer before entering the building.

Scheduling

No staff are required to come in to the office as of 6/22/20 and staff are encourage to continue working from home if they can reasonably accomplish all work-related activities. Each employee is required to email their weekly in-office schedule to the Co-Executive Directors and Flintridge Center Coordinator before 12pm Friday of the previous week. The weekly employee schedule is emailed to all employees every Monday morning by the Co-Executive Directors.

Regarding the Apprenticeship Preparation Program (APP), only APP instructors and janitorial staff will be able to access APP classrooms and facilities.

Flintridge Center will provide janitorial services for all facilities used by staff and visitors. Janitorial contract and scope of work is included for reference.

Face Coverings

Flintridge Center will provide a disposable face covering to all employees and visitors every day they enter the building. Staff will be **REQUIRED** to wear a mask at all times in the office unless isolated in their personal workspace (in their office with their door closed). Additional PPE (face shields, gloves, etc.) is available in the entryway of all offices and in all common spaces.

Hand Hygiene

Employees and visitors have access to handwashing sinks in individual restrooms and communal kitchens (in Suites 105, 106, 117, and 107).

Employees should wash hands upon arrival and departures and frequently throughout the day.

Janitorial staff and the Flintridge Coordinator will monitor handwashing stations for supplies and cleanliness.

Employees and visitors participating in programs will be allowed frequent breaks for hand washing.

Hand sanitizer effective against COVID-190 (at least 60% alcohol) is available in all building entryways and common areas. A personal bottle of hand sanitizers is also provided to all employees in their individual offices.

Restrooms

All restrooms have a trashcan near the door so employees and visitors can use a paper towel to cover the doorknob upon exiting the facility.

General

Employees and visitors should maintain physical distancing at all times. Employees and visitors are not to use handshakes or similar greetings that break physical distance.

Employees should not share food, beverages or utensils and Flintridge will not provide communal food or beverages (snacks, coffee, etc.)

Doors and windows will be propped open when possible and consistent with fire code.

For APP participants, each participant will be assigned their own tools, equipment and defined workspace in compliance with physical distance guidelines. Participants will be required to sanitize their own stations and tools each day. Flintridge will provide all supplies necessary to do so and instructors will monitor sanitization process. The APP facilities will also be cleaned and sanitized by a janitorial crew after completions of the program each day.

Hands free devices such as trashcans and paper towel dispensers are available in all bathrooms and common spaces. Hands free hand-sanitizer dispensers were also ordered in May 2020 and are currently awaiting delivery as of 6/22/20.

Flintridge will not hold any in-person staff meetings. All meetings will continue to be held via online platforms as of 6/22/20.

Employees are not authorized to conduct business travel as of 6/22/20.

4. Physical Distancing

Staff at higher risk for severe symptoms of COVID-19 are strongly encouraged to work from home.

Employees are encouraged not to use communal spaces unless absolutely necessary. All workstations are configured to allow for at least six feet of distance between employees. Floor markings indicate where employees and visitors should wait to have their temperature taken upon or before entry to the facility.

To reduce occupancy, as of 6/22/20 Flintridge Center remains closed to visitors except participants in the APP. The APP is limited to a maximum of 10 participants to ensure compliance with physical distancing.

Flintridge Center has multiple outdoor break areas with shade covers. Flintridge will, on occasion and when safe, utilize outdoor spaces for hands on activities and physical fitness components of the APP.

Flintridge Center's doors are to remain locked at all times to manage the flow of staff and visitors. Primary entrances (Suites 105 and 106) are equipped with doorbells to indicate employee or visitor arrival. Doorbells will be sanitized after each use.

5. Sanitization and Cleaning

A sanitization plan with a contracted janitorial services is attached for reference

Employees who elect to come in to the office are not required to stay for a full 8 hours to limit interaction and exposure. Flexible hours are also accommodated to account for frequent sanitization of personal workspaces and common areas.

Disinfectant is available in all common areas of the building

PPE is provided to all staff and specifically to those who clean and disinfect surfaces.

Disinfection of frequently used services is conducted by a janitorial crew and outlined in the janitorial contract. Employees are also encouraged to disinfect their personal workspaces frequently.

- Participants in the APP are also required to disinfect their workspaces before the end of each day. Flintridge will provide all supplies necessary for disinfection and APP instructors will monitor the process.

Sanitizing products are available in stations beside all shared equipment, including the printer. Employees are required to wear gloves (provided by Flintridge Center) at all times when utilizing the printer and to discard their gloves before leaving the printing room. Staff are also required to sanitize all shared equipment after use.

6. Building Safety

Flintridge's property management company, J.L. Mosely Company, is currently evaluating air filtration systems, fans, and water pipes as of 6/22/20.

7. Supply Chain

The Flintridge Center Coordinator is responsible for evaluating supplies on a weekly basis and identifying multiple suppliers capable of meeting the Center's COVID-19 supply demands. Flintridge currently utilizes Waxi Sanitary Supply and Posture Test PPE Company.