

PacketLogix COVID-19 Office Protocols

As we have entered a time of a global pandemic, we must adopt certain protocols and measures to decrease the rate of transmission among each other, our families, our clients, and the service providers who help.

The following are protocols and procedures effective immediately and in force until further notice.

Access To The PacketLogix Office

The PacketLogix office at 16 Cutler Street, Warren, will remain available to access, on a pre-approved basis for access to technical supplies, disinfecting supplies, and gloves.

Please only come to the office if you need supplies, or your work requires you come to the office.

Otherwise, please remain in your homes and continue work remotely with the electronic tools provided.

***DO NOT COME TO THE OFFICE FOR ANY REASON
IF YOU FEEL OR ARE ILL***

Procedure to Come Into The Office:

1. Please park behind the building so as to not draw attention to your car.
2. When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR HANDS**. Either use the silicon gloves made available, or your sleeve over your hands.
3. When you enter the office, immediately disinfect yourself at the Disinfecting Station at the desk to the right as you enter the office.
4. Wipe your hands with a Clorox wipe and use 1 pump of hand sanitizer.
5. Use the Lysol spray to spray down your keyboard, mouse, phone, laptop, and your desk. Allow to dry.

***DO NOT COME TO THE OFFICE FOR ANY REASON
IF YOU FEEL OR ARE ILL***

Protocol While In The Office:

1. Keep the door locked so visitors must knock to gain entry.
2. Maintain at least 6 feet distance between yourself and other people.
3. Each time you go down the hall to the kitchenette or the bathroom, wash your hands by sudsing for 30 seconds before washing the soap off.
4. Each hour use a pump of hand sanitizer.
5. When visitors come to the office, maintain 6 foot distance from them.

Accepting Deliveries

1. Have the person delivering packages leave the packages on the Disinfecting Table
2. Immediately sanitize the package with Lysol spray and allow to dry
3. Use gloves when opening packages

Accepting Computer/Technology Equipment

1. When the person delivering equipment comes, stay 6 feet away from them
2. Have them leave the technology on the Disinfecting Table
3. When the person leaves
4. Put on gloves and wipe down the equipment thoroughly with a Clorox wipe and spray with lysol.

IF YOU FEEL ILL, GO HOME IMMEDIATELY.

Daily Office Disinfecting:

7:30 AM

1. Spray **ALL OFFICE SURFACES WITH LYSOL**, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.
2. Put on Eucalyptus Oil and Sage Oil in all diffusers.
3. Wipe down the Conference Table with Clorox Wipes.
4. Spray door knobs and light switches with Lysol
5. Assure the Disinfecting Station is properly stocked. If we need something, please email the Director of Operations with details.

12:00 PM

1. Put on Eucalyptus Oil and Sage Oil in all diffusers.
2. Wipe down the Conference Table with Clorox Wipes.
3. Spray door knobs and light switches with Lysol

5:00 PM

1. Spray **ALL OFFICE SURFACES WITH LYSOL**, to include
 - a. Desks
 - b. Keyboards
 - c. Mice
 - d. Phones
 - e. The top of desk chairs
 - f. The Tech Room workbench and items on the workbench, if opened.
 - g. Pens/markers/scissors in common area