



# PacketLogix COVID-19 Field 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.

## Prepare to Go Onsite

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.

Before you go onsite, audit the ONSITE BAG to assure it is stocked with the following:

- 4 pairs of gloves
- Hand sanitizer
- Clorox wipes

## Leaving the office:

1. While leaving the office,
2. Use 1 pump of hand sanitizer.
3. Put a pair of gloves on.
4. Spray equipment you are taking with you down with Lysol and allow to dry.
5. Handle it with gloved hands.
6. Do NOT touch doors or doorknobs on your way out.

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

## Procedure At Client Site:

7. Please park in an inconspicuous location so as to not draw attention to your car.
8. Before you enter the building, assure your gloves are on.
9. When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR BARE HANDS**. Either use the gloves made available, or your sleeve over your hands.
10. When you enter the client site, immediately use a pump from the hand sanitizer in your ONSITE BAG.
11. The entire time you are onsite, maintain at least 6 feet distance between yourself and other people.
12. Each time you go past a sink or a bathroom, wash your gloved hands by sudsing for 30 seconds before washing the soap off.
13. Each hour use a pump of hand sanitizer.
14. Before touching ANY equipment, wipe down with Clorox wipes and allow to dry for 60 seconds.

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## Leaving Client Site:

1. Keep gloves on your hands.
2. Wipe down any equipment you are taking back with you with Clorox wipes. Allow to dry.
3. When you leave the building, **DO NOT TOUCH THE DOORS WITH YOUR BARE HANDS.** Either use the gloves made available, or your sleeve over your hands.
4. When you load the equipment and supplies into your car, immediately use a pump from the hand sanitizer in your ONSITE BAG.
5. Return all equipment to the PacketLogix office immediately for a spray down with Lysol.
6. Please follow the Entering The Office Procedure found in PacketLogix COVID-19 Office Protocols.
7. Restock your ONSITE BAG.
8. You may remove your gloves by removing them inside out into a trash can with a liner.

***THANK YOU FOR BEING A WARRIOR  
AND VOLUNTEERING TO GO ONSITE!***