



COVID-19 IN-OFFICE SAFETY PROTOCOLS AND REQUIREMENTS – Office-Wide Return to Work - July 6, 2021

OVERVIEW

The Irving Convention and Visitors Bureau (ICVB) is committed to safely and effectively continuing operations, while mitigating the spread of the coronavirus disease. This new policy reflects the COVID-19 safety specific In-Office Protocols and Requirements. Our priorities remain to ensure the continuity of business operations, while providing protocols and procedures that make working in the office safe.

The Center for Disease Control (CDC) guidelines should provide employees with information regarding decisions about personal safety choices. The CDC is referenced throughout the protocols and requirements.

Protocols and Requirements

Daily Arrival and Departure

- Parking will be in the garage. Please be certain that Security has your license plate number for the vehicle you are driving so the gate will automatically open. Security staffing remains on a limited schedule and if you happen to arrive before 7, please be patient until Security arrives and can start the elevators in the parking garage.
- Upon daily arrival to the Convention Center, all staff will continue to be required to check in at the Security office, sign in and have their temperature taken. This will either be done manually by Security Staff or via the Detectwise system. Please wear the green sticker, in a prominent place on your clothing, to indicate you are fever-free.
- A weekly questionnaire will be completed by staff referencing COVID-19 symptoms, contact with others, travel, etc. This may be adapted with implementation of the Detectwise system and its app, and in that case, this policy will be updated accordingly.
- Regardless of the cause of a fever, any employee with a temperature of 100.4 degrees Fahrenheit or higher will not report for work in the office.
- If staff does have a temperature when checking in with Security, they must return home and be temperature-free (without the aid of medication) for a minimum of 72 hours before returning to the building. Whether you are able to work remotely during this time, or will need to take sick leave or other personal time, will be up to your supervisor.
- Staff members who have been directly exposed to anyone who has tested positive for Covid-19 will follow the CDC guidelines.

Personal Protective Equipment (PPE)

- Use of a mask is encouraged when not in your office or cubicle.
- Each employee will provide their own face-covering masks.
- Each work area will have a container of sanitizer wipes.

Workstations and Common Areas

- Cleaning solution, disposable cloths, and hand sanitizer will be located in each department area.
- You must either opt-in or opt-out of the sanitizing of your personal workstation/office.
- It is important that you:

- Keep workstations and open department areas clean and clear of clutter.
- Clean and sanitize workstations at the end of each shift.
- Avoid using other employees' phone, desks, and other work tools and equipment. If necessary, clean/disinfect before and after use.
- Limit unnecessary visits to other departments, offices and floors.
- When communicating/working with others, social distancing should be utilized to ensure safety.
- Utilize in-boxes placed outside each office and cubicle for contactless delivery.
- Housekeeping will be in the office as frequently as possible, but please remember that their hours have been reduced to further manage expenses. Trash can is to be placed outside of the office doors if the trash bin needs to be emptied. Any food trash should be taken to your floor's central trash receptacle at the end of your workday.
- Limit using the lobby as a pass through.
- Keep your door closed if you do not want anyone to come into your office.

Common Areas

- Social distance practices should be utilized in the kitchen and breakroom areas.
- Wipe down after each use of the ice machine, refrigerator doors and drawers.
- Microwaves will remain available for use.
- If you bring food and beverage items from home, you are responsible for managing their storage and clean up. Do not place items in the dishwashers and do not leave items in the kitchen sink or on the countertop expecting housekeeping staff to clean them. Things left uncleaned and unattended on counters, tables or in sinks for more than 24 hours will be disposed of.
- Employees are expected to wipe surfaces in public/common areas as used.
- Eating at workstations continues to be encouraged to minimize gathering (exception: front desk as the offices are re-opened to the public).
- When using the copiers, use hand sanitizer before and after use. Do not spray cleaner on copy machines or attempt to wipe the machines down.
- Seating in the 1A Kitchen is currently restricted. Do not add additional chairs.
- Use the hand sanitizing stations in place at each employee entry/exit points. If you notice a sanitizing station not working properly or out of hand sanitizer, please contact Tony Watson.
- When using whiteboards, remote controls or common area phones, use hand sanitizer before and after use, and wipe down everything you touch in the area completely.

Social Distancing Guidelines

- It is encouraged to increase separation between you and your colleagues to at least six feet when at a workstation or if meeting in person.
- It is encouraged to eliminate close physical contact, including handshakes and hugs. Non-physical greeting gestures are encouraged.
- Use caution when gathering in meeting rooms, break rooms, cafeterias, or other areas where people socialize.

Building Safety Enhancements

- Sanitizing misting machines will be used in offices, cubicles and common areas. Please keep your office clear and desk clean. If you do not want your office sprayed email Juanita Loera and put a sign with "Do Not Spray Office" on the door.
- You must either opt-in or opt-out of the sanitizing of your personal workstation/office.
- Hand sanitizing stations located at 1st floor elevators and multiple locations on each floor.
- Enhanced cleaning of common areas around building throughout the day.
- Increased cleaning and sanitizing frequency of all touchpoints during the day.

- Hand sanitizer stations are located around the building and in the office lobby and hallways and everyone is encouraged to use these regularly.
- ASM Global VenueShield environmental hygiene protocol guidelines will be followed.

Visitors

- Chairs and tables have been arranged to accommodate no more than four people to gather in the front lobby area in order to encourage social distancing.
- Vendors will be required to check in/out at Security, including a temperature screening.
- If you need to leave the building during the day, be sure to practice safety protocols while in public and wash hands/use sanitizer immediately upon re-entry.

Exposure or Possible Exposure Protocols

- **Refer to the CDC guidelines for protocols.**
- Employees that must quarantine may work remotely with their supervisor's approval.
- If any employee begins to experience symptoms (cough, shortness of breath or trouble breathing, fever or chills), they must self-isolate in a closed office space until they can leave the building and notify their supervisor. After departing the building, the employee must self-quarantine for 10 days.
- In all cases, the employee must report to their supervisor and provide regular updates.

Travel Requirements

- Personal Travel
 - Refer to the CDC requirements on Vaccinated and Unvaccinated Travel
 - [CDC Website](#)
- Business Travel
 - Refer to the CDC requirements on Vaccinated and Unvaccinated Travel
 - [CDC Website](#)