



HPIO COVID-19 office policy and guidelines

While some businesses will begin to “re-open” in early or mid-May, HPIO will continue to operate remotely as much as possible. If you do feel the need to go into the office, you will need to follow the guidelines below. Please let me know if you have any questions about the guidelines. We will continue to monitor data and evidence and may modify this policy and guidelines in the future:

- Please continue to work from home as much as possible. Notify me first via email if you intend to go into the office. In that email, please confirm that you have no symptoms.
- Do not come to the office if you have symptoms of infectious disease. This includes, but is not limited to, fever, muscle pain, headache, sore throat, cough, shortness of breath, chills, and loss of taste/smell.
- Stay in your office as much as possible. Wear your mask when you leave your office to go to any common areas (i.e., copier, kitchen, foyer, bathroom, elevator).
- You will need to wear a mask when you are not in your office and in common areas. HPIO is not able to provide masks, so please make or bring your own. This is for the protection of others.
- Whoever comes into the office first in the morning is responsible for wiping down all high touch areas with disinfectant. Please see below for a list of those areas.
- Do not refill water bottles or glasses at the water filter; use a fresh glass.
- Wash your hands frequently and for at least 20 seconds. Use a paper towel (not common towel) to dry and turn off any faucets.
- Do not use the conference room unless you are the only person in there. If you use the conference room, make sure you wipe down the conference table before you leave the room.
- Solo walks only; no team walks
- Do not congregate in hallways or other common areas and make sure you are maintaining a distance of six feet or more from others.
- A Google doc may be created to schedule arrivals/lunches if several people need to work from the office on the same day.

Examples of high touch areas:

- Copier buttons
- Faucets
- Refrigerator handle
- Front door handles
- Light switches in common areas
- Kitchen table