

What to expect when working in the office

Safety is one of Trinity Health's Core Values: "We embrace a culture that prevents harm and nurtures a healing, safe environment for all." Together, we will stay safe when we consistently practice the following protocols.

COVID-19 is an evolving disease. We are following updated guidance from the CDC, OSHA and other health experts, and considering your feedback to establish the following protocols that will keep our workplace safe.

IMPORTANT: NOT FEELING WELL?

If you feel sick or have COVID-19 symptoms, please call your doctor and supervisor and do not come to work. If you are already in the office and are not feeling well, call your supervisor to determine next steps.



Daily COVID-19 Screening

You will be screened daily upon arrival at your initial work location. Screening protocols will continue to evolve. Follow your work location's specific entrance screening protocols. Some building locations will utilize a self-screening protocol; you must accurately answer screening questions.

If your responses indicate you may have COVID-19 symptoms, or your temperature is higher than normal, you'll be asked to return home and not return to work until you've been in contact with your health care provider and supervisor.



Maintain 6 feet of Physical Distancing

Following CDC guidance, always keep 6 feet between you and other colleagues whenever possible. This applies to individual work spaces, meeting rooms, restrooms, common areas, and while using the corridors, stairwells, and elevators.



Follow Face Coverings Requirements

All colleagues are required to wear a face covering at all times – except when you are alone in an enclosed space or at your desk as long as you are at least 6 feet away from another person. Masking is required when you visit other areas such as hallways, kitchenettes, restrooms, etc. Wear your own from home or one provided by Trinity Health. If you need a mask, tell your supervisor and follow local procedure.



Hand Hygiene

Avoid touching your face. Wash your hands frequently while at work and at home with soap and water or an alcohol based hand sanitizer for at least 20 seconds. Hand sanitizer stations will be available for use throughout the building where possible and available. You are encouraged to bring your own hand sanitizer for your work space (60-percent alcohol based or 70% isopropyl based with available Safety Data Sheet).



Common Areas

Follow signs and markers noting 6 feet of distance in common areas such as elevators, restrooms, breakrooms and meeting rooms. Some common areas may be closed.

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Meetings

Use virtual meetings to limit in-person meetings, even when you're in the office. If in-person meetings must take place, limit invitees to no more than 10 people while still maintaining the 6-foot distance. Face coverings are still required in shared spaces like meeting rooms, even if physical distancing can be maintained. After each meeting, disinfect tables, chairs, and other high-touch locations immediately after the meeting ends. Refer to your workplace's specific guidance on the location of cleaning materials.

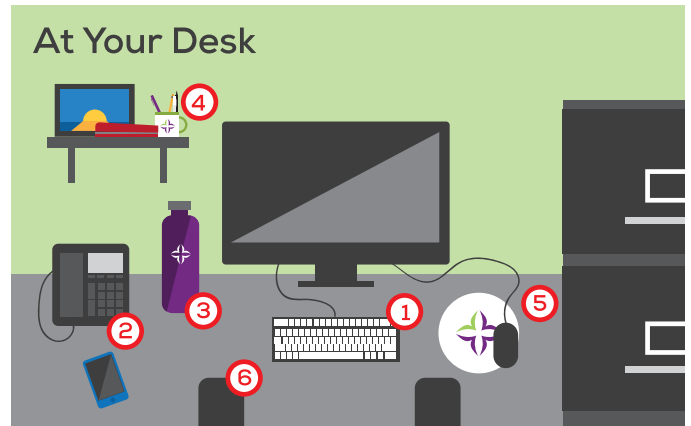


Your Workspace

Workspaces may be reassigned to achieve 6 feet of distance from other colleagues for your safety.

Disinfect these high-touch items at your desk at least twice daily using provided disinfectant sprays and cloths:

1. Computer and other hardware including keyboard, mouse and laptop case
2. Telephone and mobile phone
3. Cup/bottle/mug
4. Pencils/pens/stapler
5. Desk surfaces and drawer handles
6. Chair arms and back



Take extra care when cleaning sensitive electronics including your keyboard, mouse, laptop PC and monitors to prevent damage. Lightly moisten a microfiber cloth with the solution and wipe gently.



Meals

Cafeterias and coffee shops are closed. In some locations, "grab-n-go" food service may be available. Please plan to bring your own food and beverages.

Microwaves and other appliances are available for your use. Clean the appliances before and after use with provided EPA-registered disinfectant.



Your Role

For your safety and that of all our colleagues, your commitment to the following is critical:

- Complete the screening daily
- Follow the physical distancing guidelines
- Wear your face covering when you're in common areas and public spaces
- Disinfect your workspace at least twice daily
- Wash your hands or sanitize your hands often
- Get enough sleep and practice self-care
- Use our Live Your Whole Life tools
- Do not come to work if you feel sick
- If you feel sick at work, stay 6 feet from other colleagues, tell your manager and go home

Thank you for your contributions to our safety and our Mission.