



## **COVID-19 OFFICE POLICIES AND PRACTICES**

Throughout our communities, County and State it seems that our daily life is transforming to the NEW normal. Even with that understanding, we cannot allow ourselves to become complacent. Complacency will lead to lazy habits and practices, and then we expose ourselves and others to possibly contacting COVID-19. We continue to take numerous precautions and institute new practices and processes to assure the health and safety of All Employees and their Families. It takes everyone to assure the health and safety of our Offices.

### **The NEW Normal:**

- Masks are expected to be worn in compliance with OCE guidance and NYS requirements. Anyone can wear a mask at any time they feel comfortable doing so.
- All Employees are expected to maintain 6' of social distancing whenever they are in the office or outside on Company property.
- Each Office Employee is expected to keep their work area clean and wipe it down with disinfecting wipes each day; the first 5 minutes or the last 5 minutes of each day.
- All Conference Rooms and Training Rooms are limited to half-full capacity. Meetings with groups larger than 18 people are strongly discouraged.
- Congregating in Commons Areas, Break Rooms, Warehouses and Kitchens is not allowed. We ask that Employees tend to their business and then move on.
- Kitchen areas, break areas, common areas and bathrooms are to be wiped-down, disinfected and maintained by those who use those areas.
- Any visits between O'Connell Offices that involve O'Connell Employees or their Guests must be pre-approved by Susan Parkes-McNally, Tom Parkes or Dan Oberlies.
- It is also required that *any* O'Connell Employee who is visiting, stopping-by or working in any office that is not their Home Office, they notify the Division Manager or Division Vice President of their intended visit, *prior to arriving*.
- Visitors from the general public, customers and vendors are only allowed to visit one of our offices with pre-approval from Susan Parkes-McNally, Tom Parkes or Dan Oberlies.
- Materials and supplies that must be picked-up or dropped-off must be done through the warehouse. All delivery personnel will be required to be logged-in.
- Each building will be cleaned 3 times each week, twice during the week and once over the weekend. This cleaning will continue for the foreseeable future.
- Any food brought into the office can only consist of pre-packaged, individually wrapped meals/boxed lunches. "Family style" serving and portions are not allowed at this time.
- Additionally, homemade food from any Employee or outside entity is also not allowed, other than for personal consumption.
- If COVID-19 related cleaning or PPE supplies are needed, please contact your Division Supply Coordinator: Derek Matthews, Scott Moran, Gary Means, Matt Yonts, Bruce Green and Brian McCarthy.