



## COVID-19 Transitional Technologies Office 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 us such as Delivery People.*

*The following are protocols and procedures effective immediately and in force until further notice:*

### **Access To The Transitional Technologies, Inc. Office:**

The Transitional Technologies, Inc. Office at 7202 Highway 329 Suite 1, Crestwood KY, will remain **available to access as it has been, 24/7**, for access to technical supplies, water and food stuffs. If you have needs for your family for water or snacks, please know we are here to help and provide. **Please only come to the office if you need supplies, or your work requires you come to the office .**

Otherwise, please remain in your homes.

**\*DO NOT COME TO THE OFFICE FOR ANY REASON IF YOU FEEL OR ARE ILL**

### **Procedure to Come Into The Office:**

When you enter the office, immediately disinfect yourself at the Disinfecting Station at the desk to the right as you enter the office. Wipe your hands with a Clorox wipe and use 1 pump of hand sanitizer.

Use the Lysol spray or a sanitizing wipe to disinfect your keyboard, mouse, phone, laptop, and your desk. Allow to dry.

**\*DO NOT COME TO THE OFFICE FOR ANY REASON IF YOU FEEL OR ARE ILL**



## **Protocol While In The Office:**

Maintain at least 6 feet distance between yourself and other people.

Each time you go to the kitchenette or the bathroom, wash your hands by sudsing for 30 seconds before washing the soap off.

Each hour use a pump of hand sanitizer.

When visitors come to the office, maintain 6 foot distance from them.

**Accepting Deliveries:** have the person delivering packages leave the packages at the door.

**\*IF YOU FEEL ILL, GO HOME IMMEDIATELY.**

## **Daily Office Disinfecting:**

7:30 AM -

Wipe down ALL OFFICE SURFACES WITH disinfectant, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.

Wipe down the kitchenette with Clorox Wipes.

Wipe doorknobs and light switches with disinfectant

Assure the Disinfecting Station is properly stocked. If we need something, please advise Richard ASAP.

12:00 PM -

Disinfect doorknobs and light switches

5:00 PM -

Wipe down (disinfect) ALL OFFICE SURFACES, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.