

# TRIANGLE ASSOCIATES OFFICE COVID-19 RESPONSE PLAN

**MAY 4, 2020**

MIOSHA Standards include the General Duty clause: *as an employer, Triangle is responsible to furnish to each of his employees a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.*

Those hazards include COVID-19. Please help us fulfill our duty and protect everyone from COVID-19 by respecting the following protocols.



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## PERSONAL SANITATION AND NOTIFICATION REQUIREMENTS

If you are sick (cough, fever, runny nose, sore throat), or if you know that you have been exposed to COVID-19, **STAY HOME** – and notify your supervisor.

Cover your cough or sneeze.

Wash your hands frequently. Wash your hands after using the bathroom and after touching the copy machines, refrigerator, microwave, or coffee dispensers. Keep your coffee cup at your desk unless it is in the dishwasher. Do not take utensils out of the dishwasher unless cleared by Vicki. Do not bring snacks to share.

Personal Protection Equipment including facemasks and disinfecting products will be provided to office personnel.

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## WORKER SEPARATION

Maintain at least 6' separation from other people in the office, parking lot, and plaza. This 6' minimum separation applies to the bathrooms and kitchen. Do not encroach on a co-worker's area, and do not allow someone else to encroach on yours. If someone else is using the kitchen or bathroom, wait until they are done before you enter. Do not touch someone else's phone or laptop, and do not allow anyone else to touch yours.

Closed-door meetings in an office are not permitted. If you need to talk to an executive, stand outside their office door or use the phone. If you want a confidential conversation with HR or anyone else, use the phone.

Arrange for meetings in an area that will allow for 6' minimum separation, or use Zoom, GOTOMEETING, or a conference call. Meetings in the larger conference rooms and Synergy Room may be planned, provided that the 6' minimum separation can be maintained. Pre-plan arrival times so that attendees do not have to queue to get in the room.

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## VISITORS

Visitors are not allowed in the building unless they are screened in advance by Vicki. If you have a visitor or a delivery, meet them outside and maintain 6' minimum separation. You may order food to be delivered but meet the delivery person outside of the office.

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## SIGN-UPS AND NOTICES

Charity sign-ups are allowed. Wash or sanitize your hands after handling common papers, flyers, magazines, pens, and pencils.



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#### HAND SANITIZING

Triangle will provide hand sanitizer and dispensers. Triangle will post them at entrances and frequently used areas. Triangle will frequently disinfect common touch areas like door pulls, conference room programming pads, and video controls. You are responsible for disinfecting your work area and equipment including desks, phones, and laptops.

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#### RIDE SHARING

Please do not share a ride to a common destination.

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#### OFFICE CLOSURE

If Triangle is notified that someone was in the office and later tested positive for COVID-19, we will notify all office personnel. In that event, Triangle will consider closing the office for a quarantine period and to disinfection.

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#### WHAT IF

COVID-19 responses and infection-prevention efforts are changing rapidly. If you know of a better way to protect our employees, please share it with your supervisor. If you have a question about staying safe and healthy while working at Triangle, please contact Pat Cebelak.

