

OSOT-America Open Office/Warehouse Safety Overview (updated December 2020)

OPENING THRESHOLDS

Our decisions made around being open and staying open will be in accordance with local and federal guidelines.

ACTIONS TAKEN PRIOR TO “DAY ONE” OF RE-OPENING

- The restroom has been updated with touch free dispensers and amenities
- The facility is cleaned by an outside cleaning service.
- We have an in-kind sponsor for Refuse and Recycling services. Staff and volunteers should not bring home trash or recycling.
- Boxes of supplies/items will be closed using box lids until those supplies are needed.
- Hand sanitizer, disposable paper towels, wipes and disinfecting supplies are readily available.
- Signage is posted throughout facility indicating safe practices, behavior and expectations.
- The refrigerator, microwave and coffee maker are off limits to visitors and volunteers.
- One way traffic flow when volunteers are on-site – the main entrance is the entry point and the warehouse door is the exit point.
- Interior vestibule door and the door between the office and warehouse will be propped open when the facility is occupied by volunteers to avoid touch points and people bumping into each other.
- Supply/packing areas adjusted for social distancing and with one-way aisles where feasible.
- No shared food items and any food or drink available for consumption will be single-use and individually contained or wrapped.
- Multiple waste containers will be placed throughout the facility and must have liners for waste disposal. All waste containers to be emptied daily when volunteers have been on site.

FACILITY USAGE PLAN

People coming into the office/warehouse environment

- All staff and volunteers will be supplied a form to self-monitor for symptoms while at home (form also available on website).
- Upon entry to site, all will be provided a questionnaire to be completed and signed before starting any type of work.
 - Volunteer hours will be based upon use of this form
- Reusable name tags will be suspended, single use name tags/stickers will be utilized as needed.
- Once entering the site, monitoring for symptoms and temperature check will be conducted. Anyone with a 100-degree Fahrenheit or higher temperature will not be allowed to enter.
- Once work is completed, another temperature check will be conducted at the exit to determine if a person has become ill while on site.
- Volunteers will need to pre-register for packing days via an online process:
 - We will use an online tool for sign-up
 - If a particular date is full, pick an alternate date (you can see who else is signed up)
 - First come first serve process
- Office staff will be on-site or remote via rotating schedules subject to change
- The number of people in the facility will be limited to a maximum of 13 at one time.
 - This includes up to 3 staff members at Suite A and up to 10 volunteers and visitors.
 - This includes up to 3 staff members at Suite F (Santa’s Workshop) and up to 10 volunteers and visitors.
 - Future numbers will be based on State guidance and safe practices.
- Pets are not allowed within the facility, but service dogs are always welcome.
- Persons under the age of 18 must be accompanied by a parent or guardian and persons under age 18 count toward the maximum limit for number of persons in the facility at one time.

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- Children under age 8 are discouraged from being in the facility without express advanced permission from the Executive Director.
- All volunteers, visitors and staff must wear face coverings on-site while comfort and care packing activities or other functions are taking place. Please bring your own face coverings.
- If a face shield is worn it must also be worn with a face covering. A face shield alone is not acceptable.
- Disposable gloves will be available for volunteers, visitors, and staff to use.
- On days when volunteers are scheduled at the office/warehouse, parking stalls in front of the entrance door will be blocked to provide more space for social distancing while volunteers and visitors wait to enter the facility to check-in.
- When possible, doors and windows to the facility will be open to provide additional fresh air.

Items coming into the office/warehouse environment

- Pallet deliveries to be made to the building dock and stored there for 3 days for natural deactivation of any virus that may be present on the packaging.
- Pallets can then move into warehouse for unpacking in designated area.
- Dispose of packaging at refuse/recycling dumpster

Mail Handling

- Open in designated area
- Wash hands immediately after unpacking mail
- Contents of mail then processed and/or distributed

Office areas

- A maximum of two people can be in an enclosed office area at one time and provided they social distance at least six feet apart. Only one person can be in the office cubicle.
- Volunteers supporting office tasks or having a need to work on a computer/laptop must do so at the work area outside of the Executive Director office – do not share desks and work stations.

Periodic Cleaning:

- High touch points to be wiped down multiple times per day
 - Front door, Rear door, Restroom door, faucet, pallet jack, tape dispensers, etc.

Someone Tests Positive for Virus or Displays symptoms:

- Volunteers, visitors and/or staff should notify OSOT-America at 630.971.1150.
 - A positive test means the person is restricted from accessing the site for 7-10 days from the onset of symptoms.
 - To regain access, the person must be fever-free for at least 72 hours and be symptom-free for at least seven days
 - A determination will be made as whether to and/or how to:
 - Communicate such an event to those currently on site
 - Initiate cleaning protocols and other appropriate actions, such as a temporary closure
 - Communicate what is known to a broader audience to take precautions