



# COVID-19 Response

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Guide to Reopening  
Your Business Safely

# Goal

Reopen the OAA office in a manner which does not endanger the health of OAA employees or visitors.

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# Suggested Trigger Points

1. Oklahoma City Mayor ends “shelter in place” or “safer at home” designation.
2. The estimated time for returning to the office environment is anticipated to be May 1 to May 15.

## Steps Prior to Reopening

- Office is cleaned and sanitized. We will need to restart janitorial service.
- Outside windows are cleaned.
- Employees are moved as required to use maximum amount of floor space with maximum distribution. No office sharing. Consider moving one more people to the center of the office. Remote employees (Recruiters and Agency Growth Coaches) will not return to office hours in the office.
- We have enough sanitizing wipes, spray disinfectant and hand sanitizer on hand, in the office, for one container of each to be maintained at each workstation, in each bathroom, the reception area, all conference rooms, the gym and copy machine area.

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## General Requirements

- Employees who have family member(s) (in their household) who are ill and exhibiting any flu-like symptoms (fever, cough, chills, body ache, sore throat, coughing, sneezing, etc.) or COVID-19 symptoms (in addition to above: loss of sense of smell or taste, shortness of breath or difficulty breathing) should not come to the office until the affected family member(s) has recovered, as defined by CDC Guidelines AND the employee has sheltered in place for 14-days after the recovery date. OAA may require, before a return to the office is authorized, that the employee take and demonstrate a negative result on COVID-19 testing or antibody testing. **NO EMPLOYEE IS TO COME TO THE OFFICE WITH ANY SYMPTOMS OF ILLNESS OF ANY KIND INCLUDING, BUT NOT LIMITED TO: COUGH, SNEEZING, FEVER, ETC. EMPLOYEES EXHIBITING SUCH SYMPTOMS WILL BE SENT HOME IMMEDIATE AND MAY BE SUBJECT TO DISCIPLINARY ACTION OR TERMINATION WITHOUT WARNING FOR COMPROMISING THE HEALTH AND SAFETY OF OTHERS.**

## General Requirements *(cont'd)*

- OAA will report any cases of COVID-19 it discovers to the relevant public health authorities.
- All employees shall enter the offices through the front door only.
- All employees entering for the first time each day shall have their temperature taken by another employee prior to entering the offices past reception. No employee with an elevated temperature (higher than 98.6 degrees Fahrenheit) shall enter the offices. Employees with elevated temperatures shall immediately exit the premises, return home and contact their supervisor for direction. A record of temperatures taken will be kept confidential at all times.
- Employees shall not, at any time, share personal protective equipment, pens, pencils, paper, cell phones, laptops or any other equipment or office supplies. No one is to leave their personal belongings, equipment or PPE in any area outside their individual workspace or office.
- Employees and visitors should not shake hands or embrace.
- If antibody (serology) tests become widely available to screen for potential immunity to the coronavirus, government authorities may consider issuing certificates of immunity or other indicators of an individual's immunity to the virus. These certificates may then be used to determine which individuals can safely move about in public without presenting a threat to themselves or others, and OAA may require them as a condition of visiting or working in the office. As this issue unfolds, OAA will pay close attention to CDC, EEOC, and other guidance that is issued on how employers could use the certificates to screen employees and advise all employees of any new or change in policy.
- Any employee who flies on a commercial airliner for business or personal reasons may be required to self-isolate for up to 14-days. Prior to travel, employees should consult their supervisor for up-to-date requirements.

## General Requirements *(cont'd)*

- General guidelines regarding testing, and whether or not you should consider being tested for COVID-19, may be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/index.html>.
- All employees are encouraged to wash their hands frequently. Hands should be washed, at a minimum: any time the restroom is used, any time you touch a surface including desks, conference tables, chairs, light switches, door knobs outside of your workspace, any time you touch your face, when finished eating or drinking or at any other time you may have contaminants on your hands. CDC guidelines for proper handwashing may be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>  
Washing hands is preferable to the use of hand sanitizers and soap will be provided at all times at all sink locations. Hand sanitizer will also be provided at all times in all offices, cubicles, conference rooms, restrooms and other work areas.
- The OAA offices will be sanitized, in accordance with CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> at minimum frequency of twice daily.
- OAA will endeavor to maintain an adequate supply of temporary use personal protective equipment including facemasks and gloves. Employees who do not wear glasses should consider purchasing and wearing protective glasses at all times. Employees should plan to purchase and wear their own facemasks. If facemasks or coverings are cloth and designed for reuse, they must only be worn once and then must be disinfected and cleaned in accordance with CDC guidelines. Guidelines for face mask wear, construction and cleaning may be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

# General Requirements *(cont'd)*

- All employees should be mindful of the need to maintain “physical distancing” in the office environment (we are a social group and do not believe we should be “socially” distant from each other!). With that in mind, please observe the following:
    - a. Please remain in your own office or cubicle as much as possible.
    - b. Allow 30 minutes between scheduled use of any conference room so that it can be thoroughly sanitized.
    - c. Maintain a minimum of six feet, and preferably more between yourself and any other person.
  - These general guidelines, as well as specific guidelines below, are subject to change from time to time as conditions change, public health guidance is modified or in the sole judgement of management.
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## Phase One

Will be the first phase of return. This phase will last from office reopening until public health authorities deem crowds larger than 10 are safe.

- Employees who believe they have heightened risk factors for COVID-19 may seek a waiver to allow them to continue to work from home. This should be discussed with the employee’s supervisor. In the event such waiver is granted employee may take PTO as allowed under OAA policies or the FFCRA.
- All employees are always to wear a surgical-type mask or other cloth mask covering the nose and mouth.
- The break room will be closed except to store food in the refrigerator. Coffee, or hot or cold drinks should be brought from home and kept at employee’s desk.

## Phase One *(cont'd)*

- The small conference room will be closed.
- Meetings should be held in the training center if possible.
- There will be no in-office conferences.
- The large conference room will be limited to 4 people.
- There is to be no exchange of paper with anyone else. Use electronic copies.
- No visitors will be allowed.
- No employees will be allowed to leave the premises for lunch in a commercial establishment.
- No employees will be allowed to leave the office for meetings.
- No AGC meetings with members in-person.
- Recruiters will not return to in-person prospecting or sales calls.
- All employees, except those specifically exempted, will be required to return to working in the office.
- Employees who become ill, either at work or away from work, may be required to produce a clearance from a physician to return to working in the office.
- Employees who have been exposed to a COVID-19 affected individual (defined as someone who has an ill person in their household, has been ill enough to require testing, who has been in contact with someone suspected or confirmed to have COVID-19 or who has a positive diagnosis) must not come to the office until after completing a 14-day home isolation. After such isolation, OAA reserves the right to require a negative test result as a requirement of returning to the office or a letter from the employee's physician stating they pose no risk of infecting others.
- All employees will be required to sanitize the copy machine area, conference rooms and restrooms after each use.
- No employee travel or entertainment is authorized.

## Phase One *(cont'd)*

- All employees are to sanitize their work environment including telephone, keyboard, desk surfaces and desk chair at the beginning and end of each day.
  - Doorknobs and light switches are to be sanitized after each use.
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## Phase Two

This phase will begin when public health authorities deem it is safe for people to resume normal activities but new COVID-19 cases are still being reported in Oklahoma within a 10-day period.

- All employees are always to wear a surgical-type mask or other cloth mask covering the nose and mouth.
- The break room will be open only to store food in the refrigerator and get coffee.
- The small conference room will be closed.
- Meetings should be held in the training center if possible.
- There will be no in-office conferences.
- The large conference room will be limited to 4 people.
- There is to be no exchange of paper with anyone else. Use electronic copies.
- No visitors will be allowed.
- No employees will be allowed to leave the premises for lunch in a commercial establishment.
- No employees will be allowed to leave the office for meetings.
- AGC's and Recruiters may resume meeting with prospects or members at their sole option.



## Phase Two *(cont'd)*

- All employees, except those specifically exempted, will be required to return to working in the office.
- Employees who become ill, either at work or away from work, may be required to produce a clearance from a physician to return to working in the office.
- Employees who have been exposed to a COVID-19 affected individual (defined as someone who has an ill person in their household, has been ill enough to require testing, who has been in contact with someone suspected or confirmed to have COVID-19 or who has a positive diagnosis) must not come to the office until after completing a 14-day home isolation. After such isolation, OAA reserves the right to require a negative test result as a requirement of returning to the office or a letter from the employee's physician stating they pose no risk of infecting others.
- All employees will be required to sanitize the copy machine area, conference rooms and restrooms after each use.
- All employees are to endeavor to maintain a maximum distance from each other and a minimum of six feet.
- No employee travel or entertainment is authorized.
- All employees are to sanitize their work environment including telephone, keyboard, desk surfaces and desk chair at the beginning and end of each day.
- Doorknobs and light switches are to be sanitized after each use.

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## Phase Three

This phase will begin when public health authorities deem there is no greater risk for COVID-19 than prior to March 1, 2020. During Phase Three the office operations may return to normal, as prior to March 1, 2020 although operations or work rules may be modified at any time dependent upon the circumstances.