COVID-19 House Rules
For all Staff, Volunteers and Students

DO NOT COME TO THE CLINIC IF:
- You have any possible COVID-19 symptoms including fever, cough, chest pain, loss of taste or smell.
- You have been in close contact with someone who has the COVID-19 virus or has a test pending.
- You have traveled to a state on the PA Department of Health’s quarantine list within the past 14 days.

PLEASE BE MINDFUL OF THESE RULES WHILE AT THE CLINIC
- Arrive wearing a clean fabric mask. We will provide appropriate masks for seeing patients.
- Enter and exit thru the back door. We will take your temperature and ask if you have symptoms or exposure to COVID-19.
- Use hand sanitizer as you enter and leave.
- **Masks must cover both your nose and mouth and are required throughout the building, including hallways.**
  - To remove your mask, touch only the elastic or strings around the ears or head, avoid touching the mask itself.
  - If removing, fold masks with the outside in and put it in a paper bag (e.g., dispensary bag or paper lunch bag).
  - Never touch the outside of your mask. Always wash your hands or use hand sanitizer after you take your mask off.
- Try to keep a social distance of at least 6 feet from people when you are in the building. It is OK to remind each other kindly.
- Comply with posted maximum occupancy signs.
- Wash your hands frequently or use hand sanitizer. Avoid touching your face and eyes.
- Everyone is responsible for wiping down their workspace with an antiseptic wipe at the start and end of each shift. Also, use a wipe anytime you use common equipment like a shared laptop, phone, etc.
  - You are encouraged to periodically wipe surfaces in the kitchen, restrooms, and other shared spaces. These surfaces are also cleaned each evening by our janitorial service.
- We are only using disposable cups, plates, and utensils in the kitchen or work area. Do not use the dishwasher and regular kitchen supplies.
  - **Do not wear white coats or PPE in the kitchen.**
  - Do not leave your personal items (water bottles and lunch containers) in the kitchen. Items left will be thrown away at the end of each workday.
  - Do not bring in any shared food.
  - Do not bring more than necessary into the kitchen and avoid placing items like your phone or purse on the counter or tables.
- Eat in designated locations – kitchen and conference rooms only (not in hallways) and keep 6 feet away from others so that you can safely remove your mask to eat.
- Always be mindful of sharing or transferring germs and potential surface contamination.

Our Top Priority is the Safety of our Staff, Volunteers, Patients and Students!

Rev. 7/30/20