CEO Playbook to Return to Office in-Person

Below is an example of language an office can use to support the writing of their in person office protocols and should be modified for your particular office setting and culture.

The information below reflects (insert organization’s name) in-person office protocols. These protocols are intended to be shared and replicated by interested parties.

Office Access:

- Only (insert organization’s name) employees, board members, essential vendors, approved invited guests, building maintenance, and janitorial staff are allowed in the office.

Personal Protective Equipment:

- Thermometers, masks, gloves, and other Personal Protective Equipment (PPE) is available for all employees.
  - See (insert employee name) or email (insert employee email) for items.
  - PPE stations are set up around the office for convenience.

Working in the Office:

For employee privacy and confidentiality, only Ami Desai, the COO, has access to vaccination cards, testing appointments and results.

1. Everyone must have a negative COVID-19 test before coming to the office or be fully *vaccinated*
2. Anyone who is not fully vaccinated, is required to get tested for COVID-19 a minimum of every 14 days (two weeks).
   a. Testing is provided by PrimaryBio using the code: GCICCC
3. Masks are not required to wear at Gary, however, wearing a mask is up to the discretion of each individual and to make the choice that feels comfortable to you.

Feeling Sick or Higher Risk of Exposure:

- You are encouraged to take a COVID test out of cycle and stay home:
  - If you are experiencing symptoms of the coronavirus such as: cough or shortness of breath/difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
  - If you are feeling sick or unwell, when in doubt, stay home
- If fully vaccinated and you have symptoms of COVID-19, you will have to quarantine.
Please contact (insert employee name) for your quarantine guidelines

If you Test Positive or have had a Primary Exposure (close contact):

- First notify (insert employee name) to develop a customized return to work plan based on your specific situation and in alignment with CDPHE, CDE and county guidelines
- (insert employee name) will inform impacted employees of a primary exposure and work with them on a quarantine plan if needed

COVID Protocols while in the Office:

- Continue to frequently wash and sanitize hands, especially after touching high frequency touch points (i.e. light switches, handles, remotes, etc.)
- Wipe down equipment after each use, wipes are provided in the Sanitation Stations throughout the office
- While social distancing is not required, we encourage people to have 3 feet of distance to respect personal space.” All meeting room capacities reflect the 3 feet of distance

*For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

This policy edition replaces all previously issued policies.

Other resources:
Social Distance Calculator
COVID 19 Dial by County
CDC guidance to masks for unvaccinated people
Interim Public Health Recommendations for Fully Vaccinated People