



Instructional Resource Center (IRC) Staff Working at BESC During School Closures

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PURPOSE: To ensure that staff working in the IRC's office and BESC Warehouse workspaces are taking the proper measures to mitigate their risk of exposure to COVID-19.

SCOPE: This procedure applies to all IRC staff and project volunteers working at the BESC. These procedures will be applied for the entire duration when staff is working in the IRC offices and Warehouse workspaces. It is recommended that no more than two staff members be in the IRC office at the same time. While working in the Warehouse, IRC staff and volunteers will be stationed at tables or in areas that allow for distancing and limiting contact with others.

INSTRUCTIONS:

Staff will review these procedures in full prior to the start of their shift in IRC's offices or workspaces:

1. On arrival, staff and volunteers will disinfect their work areas by using the Clorox wipes or approved cleaning agent that kills the coronavirus that causes the COVID-19 illness. This includes wiping down all high touch areas.
2. Staff will maintain at least 6 feet distance from other co-workers at all times.
3. Staff will refrain from using co-worker's workstations, telephones or other work tools. If sharing is necessary, staff will disinfect the equipment before and after use.
4. Staff and volunteers will use gloves (provided) when touching or sorting materials that are to be distributed to students or staff.
5. Staff will practice good hygiene by washing hands thoroughly and frequently.
6. Staff will practice respiratory etiquette at all times by covering coughs and sneezes.
7. Staff will stay home if they are sick.
8. Throughout their shift staff will routinely clean/disinfect their work areas and practice general good housekeeping measures.
9. Prior to leaving their work areas staff will disinfect their work area including all high touch areas.