

**Responsible Re-Opening Plan**

***Phase Two (May 4 – 30)****The Chamber is proud to be a regional leader in North Fulton’s economic recovery. As such, we will return to the office on Monday, May 4 and have created the following guidelines to ensure a safe, healthy and productive work environment. These guidelines follow Gov. Kemp’s executive orders for minimum business operations with the goal to reduce exposure to COVID-19 and keep our team and our members healthy.*

♦ GNFCC will screen and evaluate team members who exhibit signs of illness, such as a fever over 100.4 degrees, cough, or shortness of breath.

♦ Team members will not come to work sick and should seek medical attention.

♦ The office space will be cleaned nightly, and all high touch common areas in building are being sanitized multiple times per day. Sanitizing wipes will be provided to use frequently in personal offices and after any use of common areas.

♦ Sanitizer stations are available in lobby for employees and visitors. Please remember to wash hands frequently and/or use hand sanitizer frequently. Hand Sanitizer will be provided in lobby, break room and Hub.

♦ Although masks are not required while in office space, masks and gloves are available and should be worn when signing Certificates of Origin or when interacting with delivery personnel. Disposable pens should be used for these activities and should not be re-used.

♦ Only one person should be in GNFCC copy room or break room at a time. Gatherings of team members within office is prohibited. Use provided sanitizer wipes to wipe down copiers, postage machines, etc. before and after use.

♦ Team meetings will be held in large meeting room, at separate tables, using social distancing guidelines.

♦ Team members should take breaks and meals in their office, outside or in Hub/Meeting Area where proper social distancing is attainable. Break room should be used to prep food, one at a time, but not to eat.

♦ Teleworking and staggered shifts are available to team members on a case-by-case basis.

♦ All meetings/events will be held virtually or off-site until further notice (May 30).

♦ Do not use other workers' phones, desks, offices, or other work tools and equipment. Sanitize your own equipment frequently.

♦ Handshaking and other unnecessary person-to-person contact is prohibited in the office. Social distancing guidelines should be followed at all times.

♦ Deliveries or necessary vendor meetings should take place in lobby outside of GNFCC office. (a sign indicating this will be placed on the doors). All packages will be sanitized before they are brought into the office.

♦ For the safety of team members, only GNFCC/CID team members shall be permitted inside of offices until further notice (May 30).