

# Return to Work

Policy for SCMEP offices, all staff and clients/visitors of classes/meetings.



The information in this document represents SCMEP's workforce practice response to the COVID-19 pandemic.

The health and safety of our employees and visitors is our number one priority.

The following plan is based on COVID-19 guidance and best practices as recommended by the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) and the South Carolina Department of Health and Environmental Control (DHEC).

## DISCLAIMER:

Please be advised that this document does not attempt to address any health, safety and other workplace requirements in place prior to the age of COVID-19. While we are doing everything within our control to provide a safe workplace, no one can guarantee the health of individuals who pass through our doors. Social distancing and good personal hygiene practices are the best defense.

As COVID circumstances continue to evolve, so will the public health and safety recommendations and requirements, and as a result this document may not include all current governmental or health expert requirements and recommendations. SCMEP bears no responsibility for any circumstances arising out of, or related to, the adoption, or decision not to adopt, any of the practices or procedures contained in this guide.

## PERSONAL RESPONSIBILITY

Every individual has personal responsibility for their own welfare as well as the welfare of others.

- Note your personal health condition
  - Do not come to our facility if you have ANY indication that you are sick, or may be getting sick (fever, cough or shortness of breath)
  - Course fees may be transferred or refunded.
- Individuals who believe they are ill should follow CDC-recommended steps.
- Individuals who are well but have a sick family member at home with COVID-19 should follow CDC recommended precautions.

## SCMEP RESPONSIBILITY

SCMEP will follow a standard schedule for cleaning internal office common areas and classrooms. Bathrooms or other external spaces are not in scope of this document as they are not managed by SCMEP.

SCMEP will make the following provisions:

- Hand sanitizer will be readily available throughout the office
- Classroom tables will be arranged to support social distancing of at least 6 feet
- Boxed lunches will be served rather than a buffet lunch
- Pre-packaged snacks and single serve coffee pods will be provided

*Unvaccinated SCMEP Greenville office visitors are required to wear a mask upon entering the building as per property management.*

## PROTECT YOURSELF AT HOME AND AT WORK

- Practice social distancing by avoiding gatherings and maintaining 6-feet of distance from others when possible.
- Frequent hand washing with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or inside of elbow when you cough or sneeze. Place used tissues in the trash can and wash or sanitize hands immediately.
- Avoid using other individual's phones, desks, offices, work tools and equipment. If necessary, clean and disinfect before and after use.

## Standard Cleaning

### DAILY

#### KITCHEN:

- Sink handles/faucet
- Refrigerator handles
- Tabletops/Countertops
- Chairs
- Coffee maker handles/buttons
- Microwave handle
- Ice machine handle/scoop (*Greenville*)
- Storage door handle (*Greenville*)

#### GENERAL OFFICE:

- Light switches
- Door handles (interior rooms/entrance/exit)
- Communal tables/Bar in open area
- Chairs in open area

### AFTER CLASS/MEETING

#### TRAINING ROOMS:

- Tabletops/sides
- Chairs
- Hand-held presentation remotes
- Podium
- Light switches
- Door Handles
- Markers
- Smartboard handles
- Smartboard stylus
- Credenza (*Greenville*)

#### INDIVIDUAL OFFICES:

- Phone
- Desktop/sides
- Chair
- Door handles

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250 Berryhill Road, Suite 115  
Columbia, SC 29210

Greenville Office  
250 Executive Center Drive, Suite 200  
Greenville, SC 29615