

## **Irene's Administration**

- Student needs can be handled at the Student Records desk or in the Bliss Room
- Financial Aid will have two offices with separate doors and guest chairs 6 feet from staff
- Student Advisor will conduct meetings in the office with guest chairs 6 feet away
- Career services will have an office off the Bliss Room with guest chairs 6 feet away
- Admissions will not meet with guests in their offices, but will have two desks and chairs on opposite sides of the Bliss Room for tours

### **Administrative Office Staff Procedures**

- Staff members do not enter each other's offices, remain at the door while talking
- For private conversations, see Operations Manager or Executive Director for instruction
- Staff members must eat in their office with door closed while mask is removed
- Staff located in areas without a door can eat in Irene's office with the door closed
- Staff kitchen must follow Protocols for Common Areas for Faculty, Staff and Students
- One person in the Administrative hallway at a time
- Clean common areas with disinfecting wipes after each use
- Staff must wear shoes at all times

### **Work Area Cleaning Protocol at the end of every shift - all Staff and Faculty**

- Wipe items you touch such as desk, chair, office supplies, file cabinets, etc.
- Computer and Phone
  - Unplug your keyboard and mouse
  - Use a clean dry microfiber cloth to wipe down your keyboard and mouse to remove dust, scuffs and surface-level fingerprints
  - Wring out a disinfecting wipe to ensure it's not over-saturated
  - Gently wipe the keyboard and mouse surfaces
  - Gently wipe the phone surfaces
  - Let it air dry
  - Sanitize 10 seconds wet
  - Disinfect 4 minutes wet
- Warnings for Electronics
  - Don't use bleach (an alternative is 70 percent isopropyl alcohol wipe)
  - Avoid getting moisture in any electronics
  - Do not spray disinfectant or isopropyl alcohol directly on keyboard or mouse
- Don't submerge equipment in any cleaning agents