

## ISM COVID-19 Office Protocols

*As we have entered a time of a global pandemic, we must adopt certain protocols and measures to decrease the rate of transmission among each other, our families, our clients, and the service providers who help us such as Dell Techs and Delivery People.*

***The following are protocols and procedures effective immediately and in force until further notice:***

### **Access To Information Systems of Montana Offices:**

The ISM Offices at 1314 Helena, Helena, MT and 910 7<sup>th</sup> St. South, Great Falls will remain **available to access as it has been, 24/7**, for access to technical supplies, disinfecting supplies, and gloves.

**Please only come to the office if you need supplies, or your work requires you come to the office.** Otherwise, please remain in your homes.

**\*DO NOT COME TO THE OFFICE FOR ANY REASON IF YOU FEEL OR ARE ILL**

### **Procedure to Come Into The Office:**

Please park behind the building so as to not draw attention to your car.

When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR HANDS.** Either use the silicon gloves made available, or your sleeve over your hands.

When you enter the office, immediately disinfect yourself at the Disinfecting Station on the receiving desk as enter the tech area. Wipe your hands with a Clorox wipe and use 1 pump of hand sanitizer.

Use the Lysol spray to spray down your keyboard, mouse, phone, laptop, and your desk. Allow to dry.

**\*DO NOT COME TO THE OFFICE FOR ANY REASON IF YOU FEEL OR ARE ILL**

### **Protocol While In The Office:**

Keep the door locked. Visitors are not allowed. USPS, UPS and FedEx have door code entry. Please wipe down the door handles with a Lysol Wipe after they enter.

Maintain at least 6 feet distance between yourself and other people.

Each time you go to the break room the bathroom, wash your hands by sudsing for 20 seconds before washing the soap off.

Each hour use a pump of hand sanitizer or wash your hands by sudsing for 20 seconds before washing the soap off. .

**Deliveries:** Have the person delivering packages leave the packages in the receiving area. Immediately sanitize the package with Lysol spray and allow to dry. Use gloves when opening packages

**Computer/Technology Equipment:** When working on a client machine that is not brand new, spray with Lysol and wipe down with a Clorox wipe.

**\*IF YOU FEEL ILL, GO HOME IMMEDIATELY.**

## **Daily Office Disinfecting:**

**8:30 AM -**

Spray ALL OFFICE SURFACES WITH LYSOL, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.

Spray door knobs and light switches with Lysol

Assure the Disinfecting Station is properly stocked. If we need something, please post on MS Teams for ASAP purchase

**5:00 PM -**

Spray ALL OFFICE SURFACES WITH LYSOL, to include desks, keyboards, mice, phones, the top of desk chairs, the workbench and items on the workbench, as well as pens/markers/scissors in common areas.