

## ISM COVID-19 Onsite 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.*

*For reference, here is a link to the ISM COVID-19 Office Protocols*

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

### **Prepare to Go Onsite:**

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.

**Before you go onsite, assure you** are stocked with the following: 4 pairs of gloves, hand sanitizer, Clorox wipes, and mask

### **Leaving the office:**

While leaving the office, use 1 pump of hand sanitizer.

Put a pair of gloves on.

Spray equipment you are taking with you down with Lysol and allow to dry. Handle it with gloved hands.

Do NOT touch doors or door knobs on your way out.

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

### **Procedure At Client Site:**

Please park in an inconspicuous location so as to not draw attention to your car.

Before you enter the building, assure your gloves are on.

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

When you enter the client site, immediately use a pump from the hand sanitizer in your BAG.

The entire time you are onsite, maintain at least 6 feet distance between yourself and other people.

Each time you go past a sink or a bathroom, wash your gloved hands by sudsing for 20 seconds before washing the soap off.

Each hour use a pump of hand sanitizer.

Before touching ANY equipment, wipe down with Clorox wipes and allow to dry for 60 seconds.

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

## **Leaving Client Site:**

Keep gloves on your hands.

Wipe down any equipment you are taking back with you with Clorox wipes. Allow to dry.

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

When you load the equipment and supplies into your car, immediately use a pump from the hand sanitizer in your BAG.

Return all equipment to the ISM office immediately for a spray down with Lysol.

Please follow the Entering The Office Procedure here: [ISM COVID-19 Office Protocols](#), You may remove your gloves and dispose of them. Immediately wash your hands.

***THANK YOU FOR BEING A WARRIOR AND VOLUNTEERING TO GO ONSITE!***