



**Stimulus**  
TECHNOLOGIES

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## COVID-19 Stimulus Technologies In-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 Delivery People.

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

### Procedure to Come into The Office:

1. 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.
2. When you enter the office, immediately disinfect yourself by going to the bathroom and washing your hands thoroughly.
3. Use the Lysol spray or Clorox wipe 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:

1. Keep the door locked so visitors must knock to gain entry.
2. Maintain at least 6 feet distance between yourself and other people.
3. Each time you go down the hall to the kitchenette or the bathroom, wash your hands by sudsing for 20 seconds before washing the soap off.
4. Each hour use a pump of hand sanitizer.
5. When visitors come to the office, maintain 6 foot distance from them.

**Accepting Deliveries:** We are only accepting deliveries from 11am-3pm in Suite 110. Have the person delivering packages leave the packages on or near the Disinfecting Table.

Immediately sanitize the package with Lysol spray and allow to dry. Use gloves when opening packages.

**Accepting Computer/Technology Equipment:** when the person delivering equipment comes, stay 6 feet away from them and have them leave the technology on the Disinfecting Table. When the person leaves, put on gloves and wipe down the equipment thoroughly with a Clorox wipe and spray with Lysol.

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

### Daily Office Disinfecting:

**8:00 AM & 5:00 PM**

Spray ALL OFFICE SURFACES WITH LYSOL or Clorox Wipes, to include Light switches, door knobs, 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.

Assure the Disinfecting Station is properly stocked. If we need something, please let the Management Team know ASAP.