

**Cordova Chamber of Commerce**  
**COVID-19 Safety & Mitigation Plan**

Updated 5/12/2020

Any customer who has symptoms of COVID-19 must not enter these premises.

Cordova Chamber of Commerce is dedicated to protecting your safety and the safety of our workers. To this end, we have adopted the following safety measures:

- We are strongly encouraging all patrons to **make a reservation** at this time and we will be keeping a visitor log for tracking and tracing purposes. **Groups or parties will be limited to household members** only. We will not exceed 50% building capacity. Visitor Center services will remain closed at this time.
- Social distance of at least six feet will be maintained between individuals and household groups. We will only allow one group at a time in the office. **Please maintain at least 6 feet of distance from staff. If you are coming in and see another group inside, please wait outside.**
- Tape marks have been placed in a location that provides safe social distance between visitors and all workstations. Sitting across from someone at our conference table has also been measured to provide safe social distance.
- Per Cordova Emergency Rules, cloth face coverings will be worn by all employees when others are present **and required all patrons and visitors.**
- All occupied, desks, cubicles, or open workspaces will be at least six feet apart.
- Any high-risk employee will be provided an alternative workspace and/or special accommodations at the employee's request to avoid contact with, and mitigate the risk of, the employee's exposure to colleagues and others at the business. Working from home will remain an option for eligible employees.
- Hand sanitizer will be available for all employees and visitors. **Please use it upon entering our office.**
- Touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) will be done throughout the work site hourly or following every visitor. We will be closed for 72 consecutive hours per week (Friday-Sunday) to allow for natural deactivation of the virus and cleaning.
- All our staff will fill out a daily health questionnaire and take their temperature before each shift to ensure they are not symptomatic. These will be retained in a log by the employer. No employee displaying symptoms of COVID-19 will provide services to customers. Symptomatic or ill employees may not report to work. No person may work within 72 hours of exhibiting a fever.