

## **FNSB Department or Work Center Specific COVID-19 Mitigation Worksheet**

*The plan developed by departments using this worksheet must be updated as needed and will be presented to all facility employees and contractors and will be posted in a conspicuous place near the public entrances of the facility and/or department.*

**Facility Name:** Juanita Helms Administration Center

**Address:** 907 Terminal St. Fairbanks AK 99701

**Date:** March 2, 2021

*Decisions regarding the Juanita Helms Administration Center operational status will be guided by following the Fairbanks North Star Borough's Operational Mitigation plan, Risk Matrix and CDC guidelines.*

### **Non-Public Workspace Social Distancing measures taken:**

- Departments will evaluate their areas to confirm that social distancing can be met for each member of their staff.
- Departments will consult with FNSB Risk Management if they feel a space evaluation is needed and spaces may need to be reconfigured as needed.

### **Public Space Social Distancing Measures taken:**

- Social distancing “stand here” signs have been placed in the lobby and elevators to ensure 6’ social distancing is being practiced.
- Signage is hanging on doors and walls as a constant reminder.
- Plexi glass has been installed in most public areas as well as employee area with a high traffic area to allow protection from visitors.
- Hand sanitizing stations have been placed on each floor.

### **Routing of Traffic in Order to Minimize Contact:**

- Enter and exit signs clearly marking front doors.
- Stanchions placed in the lobby with directional signs to direct staff and visitors to follow the flow of traffic.
- The only exception to the one-way flow is during an after-hours Assembly meeting.
  - The public will enter the Assembly Chambers through the Assembly Lobby and continue to public seating areas by following the arrows.
  - The public will exit the chambers by following arrows to the left exit door by the Chizmar Room and exit out of the building using the side exit door.

### **Occupancy Limitations:**

- Doors are open to the public.
- Upon arrival, the guard will offer a face covering, if the visitor is not wearing one, and direct them to their destination.
- “Stand here” floor signs located on each floor in public areas, to aid in social distancing for visitors.
- Stanchions or dividers are set up in most public areas where there is more than one customer service window open.

**Patrons who refuse to wear face coverings:**

1. The guard will ask what department they need to conduct business with and get their cell phone number (if they have one).
2. The guard will then ask them to wait outside and someone from the department will contact them ASAP (either on their cell or in person; preferably via phone).
3. The guard will contact the department.
4. The department will determine what accommodation can be made and contact the visitor either by cell phone (or in person outside, while wearing a cloth face covering and social distancing).
5. If the department is unable to provide any sort of accommodation or the visitor refuses to accept the accommodation, the department will contact HR for further guidance at x1202.

**The interaction between the visitor and the department shall happen ASAP as the visitor is waiting outside.**

**Standard precautions in light of the Pandemic:**

- Face coverings are provided for the public and must be worn at all times while in the facility.
- Staff is required to wear a face covering with the exception of when sitting at their desk and are able to practice a six-foot distance.
- Hand sanitizing stations are available on all floors.

**Cleaning Strategies:**

- A daytime janitor has been brought in during working hours to clean hourly.
- They are on site from 9am – 5pm and each hour they will wipe down all visitor heavy-traffic areas to include counters, door handles and any other surfaces.
- They are also wiping down elevator buttons along with bathroom handles, knobs and surfaces each hour.

**Patrons exhibiting symptoms associated with COVID-19:**

- Staff will ask a visitor to please leave the building if they present with virus spreading behaviors/signs.

**Additional Actions Taken to Reduce the Virus Spread:**

- “STOP – do not visit if you have any symptoms associated with COVID-19, returned from out-of-state in the last 14 day or have been in close contact with a confirmed COVID-19 case in the last 14 days” signs have been posted on the front door of the building.