

## **TSRSO COVID-19 Plan**

The TSRSO is prepared to protect the health and safety of its patrons and special workers in the workplace. [Coronavirus disease 2019 \(COVID-19\)](#) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. [Symptoms](#) can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

As approved by the Board of Directors (BOD), Office Manager Howard F. serves as the workplace coordinator responsible for COVID-19 issues and their impact at the workplace. The following steps are in place to protect employees and ensure safe operation of the TSRSO during this time.

The BOD continues its monthly meeting utilizing teleconferencing to allow for members to quarantine. Services provided by the literature store are suspended with limited hours as approved by the board. When possible, essential special workers, Amy W. and Melissa M. check on email and phone queries from home.

As areas resume meetings and the need for literature increases, the TSRSO is open to the public for one day per week, with the office manager and employees using the rest of the week to implement safety measures and prepare orders in advance to minimize time spent in the store. **The following procedures are in place for the safety of workers:**

- Upon arriving at the store, special workers will test their temperatures and fill out a form confirming that they are not exhibiting any COVID-19 symptoms.
- Before beginning the day's work, special workers will disinfect counters, doorknobs, office equipment, phones, chairs, and other surfaces.
- Special workers are separated from the public by a vinyl barrier with a small area designated for exchange of goods and tender.
- Customers must wear a mask covering mouth and nose when inside the store at all times.
- Areas of the store are designated for customers to wait at a six foot distance while their orders are prepared.
- One customer permitted in the store at a time, with waiting customers social distancing in the outdoor foyer and on the sidewalk.
- Once per hour, the store is closed for employees to disinfect counters, doorknobs, office equipment, phones, chairs, and other surfaces.

Decisions regarding special workers, Melissa and Amy, are communicated through the office manager, Howard. Overall decisions regarding hours of operation, communication with customers, and hours and payroll for special workers occur at the discretion of the BOD.