

Standards for Accessing Clarke Sites During COVID-19 Closures

Clarke sites are currently closed to staff, students, families and patients, however scheduled cleaning services are okay. Only essential work can be conducted at Clarke sites at this time. We understand some team members need one-off access to sites to gather materials or complete work that cannot be done remotely.

We've created the following standards to keep our teams safe, keep our buildings clean and ensure we can address *contact tracing* in the event of an exposure or diagnosis. Please work with your teams to institute and maintain the following practices for essential on-site work during the closure:

- **Access to Clarke sites should be limited to one person at a time with approval from their supervisor and the Director.** (Canton, Philadelphia, New York and Florida)
- **Please use the [calendar template for your site here](#) to approve and schedule anyone going into the office.** If a team member is exposed to COVID-19 or diagnosed, we will rely on the calendars to determine if they have been in contact with our sites and if other team members are at risk. (You can find the calendar templates by going to UnifiedClarke.org > Centers of Excellence > COVID-19 Workgroup > Leadership > Calendars_StaffOnSiteDuringClosure)
- Access to **Bell Hall, Northampton** is currently limited to one person at a time with the support of the Director and approval of the Chief Human Resource Officer. Those approved to use the calendar have been given access. The Clarke Hearing Center will be entering and initial phase of return in the near future. Further details will be shared at that time.
- Please note that being approved to access a Clarke site is approval for that individual only. Bringing friends, family or children on site is not an option at this time.
- **During closures, all team members completing essential work on site must:**
 - Wear a face cover while in any shared spaces such as hallways, entryways, restrooms, printer/copier areas and kitchens.
 - Clean all touchpoints with Clorox wipes or something similar prior to exiting.
 - Practice social distancing.