Business Reopening Plan

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**Building Preparation Plan**The entire office is cleaned and sanitized prior to opening each day. Equipment is in working order. PPE such as face masks, disposable gloves and gowns, hand sanitizers and cleansers such as disposable disinfectant wipes. We are in compliance with owner of our building on requirements and policies.

**Workforce Return to Work Plan and Communications Plan**  
Our office has a work plan with all employees that include social distancing requirements, cleaning protocols. There has been proper communication and management with employees with anxiety about working in the office. Employees that are higher risk or with underlying health conditions have been communicated with and properly placed to protect their well being.

**Controlled Access Plan**Deliveries are dropped inside our handicap assessable door. Our lobby has complied with social distancing protocols with chairs at a 6ft distance apart, sanitizer is available, along with bathroom for washing hands, masks, gloves are available upon request, plexiglass shield is mounted on our front desk for checking in and out of the office.

**Social Distancing Plan**Workspaces all abide by the social distancing plan of 6ft.

**Continuous Cleaning Protocol**We clean and sanitize our frequently used surfaces throughout the day, treatment rooms, front desk, lobby and bathroom. Hand sanitizer is available in the waiting room and bathroom is available for washing hands.

**COVID-19 In the Workforce**Employees that begin to show symptoms while at work should immediately go home to self-isolate and contact their health care provider as well as the Tioga County Public Health Department to seek testing and monitoring. If a confirmed case of COVID-19 is found in our workplace, we will shut down for deep cleansing. The Tioga County Public Health Department will conduct an investigation including tracing and identifying employees who had close contact who will be placed in quarantine at home for 14 days before returning to work. The Tioga County Public Health Department will work with the COVID-19 recovered employee to determine when they can return to work. The Tioga County Public Health Department will work with employers to determine if essential employees who have been exposed to a confirmed or suspected COVID-19 case can be permitted to work in the required workplace setting if certain conditions are met. The Tioga County Public Health Department will work with employers to determine if essential employees with confirmed or suspected COVID-19 may be permitted to work in the required workplace setting if certain conditions are met.