



Procedures for All SMRA Office Visitors for COVID-19 Precautions

To comply with New York State guidelines for the safe use of the SMRA office by employees, board members, and all other SMRA volunteers we ask all people who enter the SMRA office to follow the procedures below.

Office visits by the general public will be by appointment only, at least until September 1, 2020 when we will re-evaluate conditions.

- 1. All visitors to the SMRA office shall complete [a brief online survey](#) before their visit.**
 - a. Even if you have multiple visits in one week, each daily visit requires a completed survey.
 - b. Do not visit the SMRA office if you answer “Yes” to any of the questions in that survey.
 - c. The answers to this survey shall be kept confidential and shall only be accessible to the SMRA Executive Director and Office Manager.

- 2. The current maximum allowed capacity of the SMRA office is two people** and, if two people are present, they shall maintain six feet of distance or wear a face covering. SMRA will supply disposable face coverings on a small table by the office door. If you use one of these provided face coverings, please take it with you and dispose of it properly.

- 3. All visitors to the SMRA office shall follow these surface precautions:**
 - a. Please wash your hands thoroughly before and after touching any surfaces in the office and thoroughly dry your hands with the provided paper towels.
 - b. Please use the provided disinfectant wipes in the restroom, by the office phone & computer, and by the copier and fax machine, to wipe down any hard surfaces after you touch them, including bathroom taps, computer, fax or copier keyboards, phone handsets and keypads. Dispose of any used disinfectant wipes in the bathroom trash can only.

- 4. All visitors to the SMRA office shall log their visits—by date, arrival & departure time—on the clipboard by the door.**

- 5. All visitors to the SMRA office agree that they will notify SMRA immediately should they receive a positive covid-19 test.**

Thank you for helping us to maintain a safe environment in our office. If you have any questions or concerns about these procedures or how SMRA is implementing them, please contact SMRA Executive Director, Anne Swaim, at 914-548-3235 (voice/text) or at anneswaim@gmail.com.