

Ensuring the Health and Safety of Everyone at APFA *Updated October 20, 2020*

On March 13, 2020, Texas Governor Greg Abbott and Tarrant County Judge B. Glen Whitley issued disaster proclamations, which have remained continuously in place, in response to the imminent threat of widespread illness from COVID-19. Subsequently, both Governor Abbott and Judge Whitley issued executive orders requiring individuals to wear face masks in certain circumstances and requiring businesses to develop health and safety plans, in an effort to slow the spread of the coronavirus.

In compliance with these orders, APFA developed health and safety protocols for APFA Headquarters and APFA offsite meetings and communicated these protocols to representatives and staff. **All individuals working at or visiting APFA, or attending offsite meetings, must comply with the following procedures to ensure the health and safety of everyone at APFA.**

APFA has standard cleaning procedures. Surfaces are being disinfected regularly by our building cleaning company. Hand sanitizer and disinfecting wipes are available in various areas throughout the building including the front desk, coffee bar and kitchen area. Disposable face masks are available at the front desk to anyone who needs one.

All occupants of the building will be required to wear a mask and have their temperatures checked in order to enter the building. All visitors (vendors, members, and out-of-town representatives) must register with the front desk upon entry and have their temperature checked.

You and any of your guests MUST wear a mask and enter through the main entrance of the building at the beginning of your workday. You are free to use the west and north entrances thereafter. We are in the process of sourcing and installing a self-check kiosk. In the meantime, a staff member at the receptionist's desk will manually take your temperature. You will have ten (10) minutes to cool down if you record an initial elevated temperature. **If you have a confirmed fever above 100° you will not be allowed to enter the building.**

The following guidelines apply while in the APFA building:

1. Practice good hygiene by covering any coughs or sneezes and wash your hands frequently.
2. Try to maintain a minimum of six (6) feet of social distance from others.
3. You are **required** to wear a facial covering when entering the building, while in the building common areas, when in an APFA van and when unable to maintain social distancing.

4. Please be respectful of everyone's personal space, especially when near desk areas. Please do not hover around individuals' personal space or enter desk areas without first asking permission.
5. Leave all doors to the corridors open when possible to avoid touching handles. If you touch a handle, please try to clean it afterward with a disinfecting wipe.
6. If you are experiencing flu-like symptoms, including fever, cough, shortness of breath, chills, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, or nausea or vomiting, diarrhea, or new loss of taste or smell, please notify your National Officer immediately.
7. If you believe you may have been in contact with someone who has tested positive for coronavirus within the last 14 days and may be at risk for exposure, please notify any National Officer immediately.
8. Do not come to work if you are experiencing symptoms or believe that you may have been exposed to the virus.
9. APFA reserves the right to require individuals who are experiencing symptoms or who may have been exposed to the virus to self-quarantine.

Anyone who refuses to have their temperature checked or wear a facial covering, as required under this policy will be asked to leave the building.

All attendees at offsite APFA events and meetings (including APFA National Officers, elected and appointed representatives, members, staff and guests) must have their temperatures checked prior to admittance. Anyone with a confirmed fever above 100° will not be admitted. If you have symptoms consistent with coronavirus, you should stay home or leave the meeting. All attendees must wear facial coverings when social distancing is not possible. **Any attendee who refuses to comply with these protocols will be asked to leave the meeting.**

Nothing in this policy should be interpreted to discourage an individual from seeking a reasonable accommodation under the Americans with Disabilities Act (ADA) or any other applicable federal or state law. An individual seeking a reasonable accommodation should speak to a National Officer.

Thank you for your compliance with these protocols to ensure that everyone in APFA stays healthy and safe.