



HOME OFFICE GUIDELINES

During this time of uncertainty, please remember that hygiene and cleanliness are critical. It is mandatory that protective measures be implemented to ensure the safety and well-being of each employee. The following is a list of guidelines we will be implementing effective immediately.

- **6 Feet Apart** – All desks will be placed a minimum of 6-ft apart. We will also be limiting the number of people in each room to limit everyone's contact with others. For heavily congregated areas, such as the kitchen, we will be limiting capacity to 2 people max. For the conference room, it will be 4. Be sure to be aware of capacity and wait for someone to leave before you enter.
- **Handwashing Signs** – Handwashing signs will be presented throughout the office to promote frequent cleaning as well as provide instructions on how to properly wash your hands.
- **PPE Will Be Supplied** – Equipment such as masks, gloves, and eye protection wear will be given to each employee along with hand-sanitizer and disinfecting wipes. This equipment will also be at the office for everyone's convenience.
- **Temperature Screening** - Everyone's temperature will be taken by 2 assigned individuals as soon as they arrive at the office. If you come to work presenting a temperature over 98.6, you will be asked to go home. If your temperature is over 100.4 you will be asked to contact your local physician. **If you test positive for COVID-19**, you will not be able to return to work until at least 10 days after your first symptom has appeared and, when in recovery, you have gone 72 hours with no fever and symptoms.

We want to emphasize that all information pertaining to each employee's health will remain confidential.

- **Frequent Cleaning** – 2 individuals are assigned with disinfecting, throughout the day, objects that are frequently touched by multiple people (hot spots) such as microwaves, doorknobs, and the refrigerator door.
- **Working Remotely** – In an effort to minimize face-to-face contact, employees who are defined as being high-risk as well as have any family members living in the same household who are at high-risk of contracting COVID-19 will be offered telework to remain socially distant.
- **COVID-19 Testing** – Our consultants will be tested for COVID-19 at regular intervals relative to their travel schedules. In the unfortunate circumstance that any member of our team should test positive for the virus, we have established a protocol to quarantine that member to mitigate the spread.
- **Deliveries** –All deliveries will be exchanged, outside the office, with a designated individual.

References:

[CDC COVID-19 Business Guidelines](#)

[Louisiana State COVID-19 Guidelines](#)

This information is compiled based input from our attorneys, accountants, healthcare advisors, and CDC Guidelines