Employee Access to the Corporate Office building- 5/11/2020

- At all times, maintain 6-foot social distancing
- Employees will ENTER ONLY through the door from the employee parking lot into the lobby
- Upon entering the building, you will be required to visit the temperature monitoring station to have your temperature checked before going to your workstation
- Employees will EXIT ONLY through the side doors at the end of the first-floor hallways
- If you have a FEVER, go home and call your manager...DO NOT ENTER...
- Employees should remain in their work areas and on their work floors
- When leaving your work area masks are to be worn
- Keep your work area sanitized and follow proper hand hygiene
- Additional access guidelines:
  - Access to the building should be limited to authorized scheduled MGC employees
  - Visitors are not permitted in the building. Outside visitor meetings are prohibited. This includes MGC employees not authorized to work in this building.
  - No vendors are permitted without prior approval from Tim Webb, Gary Barnard or Moses Skaff. All vendors must have proper PPE on.
  - Deliveries should be placed in the alcove in the front of the building
  (No personal deliveries accepted)

Building Protocols

- Mask and gloves are available in your department or with Tim Webb
- Employees may bring their own mask to use when out of their work area
- Only ONE person at a time will be allowed on the elevator
- Internal stairway doors will be propped open until 5 PM
- Restrooms will be limited to one person at a time. Please lock the door and use proper hygiene
- There will be no meetings of more than 2 people in individual offices with social distancing
- In-person group meetings will comply with posted capacity limits for each conference room
- Do not congregate or loiter in the Lobby or Lunch Rooms
- Only one person at a time should be in the Mailroom
- Do not enter Training Room “A” for any reason
  - It is set up as an alternate gas dispatch location should it be needed
- Riding in a vehicle with co-workers is strongly discouraged
- If you need supplies, email Tim Webb or Gary Barnard

Kitchen Protocols

- No more than 2 people in the kitchen or lunch room at one time
- When in the room, use social distancing of 6 feet
- Please wipe down anything you touch with disinfectant wipes
- Please use only disposable wares (plates, bowls, cups, forks, etc.)
- Refrigerators will be emptied daily. Bring only what you plan to consume that day
- Coffee pots are being suspended until further notice. Keurigs are available on each floor
- Bulk coffee condiments have been removed & replaced with individually wrapped packets
- Lunch rooms should be limited to 2 people at a time. Please use social distancing of 6 feet
- You may eat your lunch at your desk
- Sanitize your hands before & after eating lunch

Effective May 11, 2020 until further notice