



Healing Intergenerational Roots

“Illness become wellness when I becomes WE”

COVID-19 OFFICE PROTOCOLS FOR ONSITE STAFF AND INTERNS

For the duration of the Covid-19 pandemic, HIR Wellness Institute will facilitate all programs and services virtually via Medical Zoom (HIPAA compliant) for individual therapy and advocacy sessions, and confidential group session. Other wellness programming will be facilitated via Facebook live for a more general audience.

First and foremost, if you are feeling sick, please do not come into the office. Call or text the Support Services Director and your direct Supervisor ASAP to let them know you are not feeling well, and you will not be coming into the office.

- Everyone should have work shoes to change into upon arrival to the office. You may also opt to wear socks. Upon arrival, street shoes should be cleaned with disinfectant wipes or spray before placing them on the shelves, and putting work shoes on.
- Staff should stop at the front desk to have your temperature taken upon arrival.
- All visitors' temperatures will be taken upon entry, and a mask will be provided to guests if they don't have one.
- Maintain a physical distance of 6 feet minimum between yourself and other staff members or interns.
- Masks must be worn at all times in common areas of the office and building. If you are in a room with other people, you must wear a mask. You must have a mask on to enter someone else's workspace, and if someone enters your workspace, you must put your mask on.
- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering are exempt from wearing face masks
- Minimize physical meetings by sending emails and setting up zoom meeting with team members
- All zoom sessions should be done solo with staff on separate screens for all groups and trainings
- Disinfectant cleaners will be available throughout all areas for all staff to use
- After leaving an area in a public HIRWI space you must clean your seat and table.

PTO & Travel

If you take PTO to travel via plane or any other means to visit family or friends, you may be required to take a Covid-19 test before being allowed to work on-site.