

DALE AND AFFILIATES MAIN OFFICE PROTOCOL MATRIX**5/29/2020**

	Level 4	Level 3	Level 2	Level 1	Level 0
	Closed Office Protocols	Restricted Office Protocols	Elevated Office Protocols	Guarded Office Protocols	Standard Office Protocols
General Description	Complete lock down	Office closed	Limited office open	Office Open with limitations	Normal Office Conditions
Social Distancing / Building Space	Everyone working from home Only if absolutely necessary is entry to office allowed	Recommended to work from home unless necessary to enter office Essential personnel and activities only Individuals remain in Offices/Rooms with very limited personal exposure to others Employees required to stay in their buildings/area unless no other reasonable alternative Maximum occupancy in any area restricted to 900 SF per person	Staggered scheduling (days/hours) to increase social distancing Limit in person meetings to no more than 10 or 50% of the room space maximum with at least 6 feet of social distancing maintained (25 person limit outside) Employees required to stay in their buildings/area unless no other reasonable alternative Maximum occupancy in buildings restricted to 450 SF per person	Staggered in person scheduling (days/hours) to increase social distancing Limit size and frequency of in person meeting Recommended that Employees limit exposure to common areas are much as resonable. Goal to limit maximum occupancy in building to 250 SF per person	Legal maximum occupancy
Visitors, Outside people, General Public	Strictly prohibited except emergency situations	Strictly prohibited except emergency situations	Non-essential visitors are prohibited from entering the buildings	Limited visitors allowed with approval/appointment	Visitors allowed
Cleaning	Sanitation measures consistent with CDC recommendations Each person should limit areas entered and touched Any common area touched should clean/disinfect before leaving area using the disinfecting spray provided Clean/disinfect all surfaces touched as you go	Sanitation measures consistent with CDC recommendations Each person should limit areas entered and touched Any common area touched should clean/disinfect before leaving area using the disinfecting spray provided	Sanitation measures consistent with CDC recommendations Clean/Disinfect common areas regularly throughout the day Each building/area should designate a responsible person to ensure regular spraying/disinfecting	Sanitation measures consistent with CDC recommendations Clean/Disinfect common areas regularly throughout the day Each building/area should designate a responsible person to ensure regular spraying/disinfecting	Normal Office Conditions
Meals, Drinks, Snacks	Maintain distancing while eating Only individual meals, no community shared items/ buffets	Maintain distancing while eating Only individual meals, no community shared items/ buffets	Maintain distancing while eating Only individual meals, no community shared items/ buffets	Maintain distancing while eating Only individual meals, no community shared items/ buffets	Eat what you like with whom you like
Face Coverings	Required when around others or in common areas	Required when around others or in common areas	Required when around others or in common areas	Required when appropriate social distancing is difficult to maintain	Only as a fashion statement
Health Screening	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor Online questionnaire/confirmation of screening before coming to office Temperature screening upon arrival may be required	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor Online questionnaire/confirmation of screening before coming to office Temperature screening upon arrival may be required	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor Online questionnaire/confirmation of screening before coming to office Temperature screening upon arrival may be required	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor Online questionnaire/confirmation of screening before coming to office Temperature screening upon arrival may be required	Self-screening for temperature and other symptoms, stay home if sick, notify supervisor
Occupancy Levels	N/A	22	44	78	130
55 Limekiln Offices	N/A	6	11	20	33
70 Limekiln Offices	N/A	8	18	31	52
76 Limekiln Offices	N/A	6	11	20	33
76 Limekiln Warehouse	N/A	2	4	7	12
	N/A	Occupancy with restrictions above	Occupancy with restrictions above	Occupancy with restrictions above	
PA State Phases	RED PHASE	RED PHASE	YELLOW PHASE	GREEN PHASE	GREEN PHASE