



Texas Criminal Defense Lawyers Association

TCDLA COVID-19 Update and Work Place

April 29, 2020

Entering Office

- Use paper towels to open door.
- When you enter the building two hand sanitizer stations are set up please clean hands.

Social Distancing Practices

- Staff are to remain 6 feet apart from each other when at desk, interactions and socializing
- Face to face contact should be avoided
- If you have an office, you can shut your office door. Put up sign on door "Social Distancing". Sign will be in remote folder. If someone's door is closed, you can call them or message them to communicate, you cannot go into their office.

Health Protocols

- Each staff person will have disinfectant spray bottle, paper towels and hand sanitizer at their desk - do not remove from office
- Each person will be provided with a mask and filter to use at work or you may use a personal mask that is approved by supervisor, wash and rotate masks as recommended by CDC
- Practice appropriate cleaning, disinfection, hand washing, cough/sneezing etiquette
- Screen yourself – if you are sick in any way do not go into the office and notify management
- If you have been diagnosed with COVID-19 or someone you have come in contact with is diagnosed with COVID-19 inform your supervisor immediately
- If you are in a high-risk category you will inform your supervisor immediately
- Employees should wear masks in the office. If you are sitting at your desk you may take off your mask. If you get up from your desk you are required to wear a mask. This includes walking in and out of the office, going to the bathroom, kitchen and other areas of office. However, CDC recommends you do not keep taking off and putting on mask to avoid constantly touching your face when your mask is off.

Use of Communal Office Spaces

- Kitchen use
 - Use disposable dishes/silverware only
 - Do not make coffee at this time
 - If you use anything in the kitchen, i.e. fridge, microwave, open drawers/cabinets you are required to wipe down everything after use. We recommend you do so before using as well
 - Eat at your desk not in break area or conference room table
- Bathroom assignments to minimize frequent use – all unisex – bring your assigned disinfectant spray bottle if you would like to wipe down toilet seat/sink prior to use.
- Use paper towels to wipe down any community items i.e. door knobs/light switches – front door/bathroom door/toilet handle, etc. – if you touch with bare hands – wipe down
- Do not answer or pick up another staff person's phone or headset and do not touch other items that are on someone else's desk.

Leaving Office

- When you leave office wipe down your area and spray disinfectant – each staff has a bottle and paper towels. Do not spray your keyboard or phone directly, spray into paper towel then wipe down these items.
- Use paper towels to open door/set alarm – no hand contact.

FROM CDC WEBSITE | CDC.GOV

High Risk

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] ≥ 40)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Who should not wear face masks:

Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Removal of masks:

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

Washing homemade face masks:

They should be routinely washed depending on the frequency of use.

By signing this document:

I acknowledge receipt and understanding of the rules contained herein. I agree to abide by the rules.

I am in the high-risk category and have listed my conditions below and will submit a doctor's note with restrictions by Wednesday, May 6, 2020 at 5:00 pm.

I cannot abide by these rules for the reason stated below.

Signature

Date