

I.A.F.C Office Re-Opening Guidelines

CT State COVID Regulations:

- The state requests that if an individual is immunocompromised (asthmatic, diabetic or has respiratory issues) or is of the age of 65 or older that they do not serve a phone shift (*should you wish to be of service to I.A.F.C. please consider adding your name to our 12th step call list, which can be accessed via our website at I.A.F.C.-aa-org*).
- If you are not feeling well, please do not show up to an I.A.F.C. phone shift.
- I.A.F.C. will provide facemasks and sanitation materials for those answering phones, however due to the limited supply of products, we encourage volunteers to bring their own masks and protective materials.
- All surface areas the one comes into contact with in the office needs to be wiped down with sanitation wipes provided (i.e. phone, T.V. remote, desk, kitchen area and door knob).

I.A.F.C COVID Plan of Action:

- The I.A.F.C. office underwent a deep cleaning and sanitizing service and will continue that cleaning on a weekly basis.
- Only three individuals will be allowed in the office at a time with the exception Board Members conducting I.A.F.C. business.
- 6ft. social distancing requirement upheld at all times.
- I.A.F.C. board members may visit the office at random to ensure all guidelines are followed.

- The kitchen is open for your convenience and we have important guidelines for the kitchen:
 1. Keep kitchen clean using wipes to disinfect the areas you are using before and after your shift.
 2. If consuming food or beverages in the office, please make sure your trash is taken out after your shift. Do not leave residual trash in the trash pails in the office.
 3. Please contact the Office Secretary or any Board member if you find any infractions of these rules.