



Where Green Living Begins

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Governor Eric Holcomb Executive Order 20-26

Roadmap To Reopen Indiana For Hoosiers, Businesses, and State Government

Stage 2 – Continuing Operations Plan

- 1. Instituting an employee health screening process**
 - a. Employees have been instructed not to report for work if they have a fever, or otherwise feel ill, and to notify their supervisor immediately.
 - b. Employees who develop a fever, or otherwise begin to feel ill, while at work have been instructed to notify their supervisor immediately, and leave the premises.
 - c. Employees who do not report to work, or leave during work, due to a fever, or otherwise feeling ill, are instructed to consult their physician, or complete the free virtual coronavirus screening available through the IU Health.
 - i. iuheath.org/covid19/virtual-coronavirus-screening
 - ii. IU Health Virtual Visits App (Google Play or iTunes)
 - d. A physician's statement or negative virtual screening results may be required before the employee is allowed to return to work.
- 2. Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces**
 - a. Employees have been instructed to wear gloves whenever handling materials or operating equipment.
 - b. High-Touch surfaces (e.g. compactor operation buttons/switches, door knobs/handles, desktops, telephones, etc.) are to be cleaned/disinfected regularly.
 - c. All equipment used during a shift is to be cleaned/disinfected regularly.
- 3. Enhancing the ability of employees, customers, and clients to wash hands or take other personal hygiene measures such as use of hand sanitizer**
 - a. All District facilities have been provided hand sanitizer.
 - b. The S. Walnut Recycling Center and Household Hazardous Waste facility have hand washing facilities available.
- 4. Complying with social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public when possible and/ or employing other separation measures such as, wearing face coverings or using barriers**
 - a. Employees have been provided masks to cover their mouth and nose and instructed to wear them while at work.
 - b. Recycling Centers are limited to eight (8) customer vehicles on-site at any time.
 - c. All Reuse programs have been suspended until further notice.

- d. The Administration building is closed to the public.
 - i. Administrative employees have been instructed to work from home to the extent possible.
 - ii. Administrative employees have been instructed to hold meetings virtually whenever possible.
- e. Signage is posted at the entrance to each Recycling Center and in multiple locations within the facilities encouraging the practice of safe habits per the CDC guidelines, including:
 - i. To not visit the Recycling Centers if you are ill.
 - ii. Maintaining six (6) feet of distance between yourself and others.
 - iii. To wear appropriate personal protective equipment (PPE).
 - iv. To keep interactions brief.
 - v. To wash hands on a regular basis.