

## **Safety protocol to be discussed at the start of meetings:**

Items to be covered:

If there is an **Emergency** for the facility

### **Fire**

What the alarm will sound like

Action to be taken by guests and employees

Exit locations

### **Severe Weather**

What the alarm will sound like

Action to be taken by guests and employees

### **Act of Violence**

What the alarm will sound like

Action to be taken by guests and employees

### **Medical**

AED and First aid kit location

### **911 Call Procedures** (Facility Specific)

Dial 9-911 if using an office phone or 911 if using a cell or non-office phone

## **Discuss preventive measures for spreading germs:**

- Wash your hands often, soap and water for at least 20 seconds
- Cover your cough or sneeze with your sleeve or tissue, then throw the tissue in the trash
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick, except to get medical care
- Clean and disinfect frequently touched objects and surfaces
- Avoid close contact with people who are sick.
- Practice good social distancing habits and avoid unnecessary touching such as shaking hands.