

Visitor Policies Under COVID-19

In accordance with Mandatory Safety Standards issued by the State of Massachusetts, English At Large will adhere to the following procedures and guidelines in regards to office visitors to reduce the spread of COVID-19:

Visitor Policy:

- Visits to the office by anyone other than staff or scheduled office volunteers is by appointment only.
- Visitors will be instructed not to come to the office if they are unwell, a member of their household is unwell, or if they have been exposed to a known infection of COVID-19 in the last 14 days.

Social Distancing:

- All persons should remain six feet apart to the greatest extent possible.
- Visitors are required to wear masks when entering the building and in common areas of the office.

When visitors arrive:

- Staff will wear a mask when greeting visitors.
- Staff will open the door and direct visitor(s) to a marked spot before closing the door.
- If the visitor is not wearing a mask, one will be provided for them.
- Upon entering the office, visitors will use the hand sanitizer made available for this purpose.
- Staff can then proceed to the conference table, directing the visitor to an assigned spot, or
- Staff can proceed to a marked spot to converse with visitor and provide information as requested.

Office Record Keeping:

All visitors to the office will be tracked and logged.

Visitors will be required to provide a phone number for contact purposes.