



AIM GUIDELINES IN RESPONSE TO COVID-19

Health & Safety in the Workplace

Overall Office Protocol:

- Signage at entrance to inform all that they should: (1) avoid entering office if they are experiencing symptoms of respiratory illness, including cough or fever, (2) maintain a minimum six-foot distance from one another (3) sneeze and cough into a cloth or tissue or, if not available, into one's elbow and (4) not engage in any unnecessary physical contact, i.e. shaking of hands
- Reminders to AIM Staff to:
 - Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose.
 - Avoid touching eyes, nose and mouth with unwashed hands.
 - Cover mouth when coughing or sneezing with a tissue, then throw the tissue in the trash.
 - Strongly encourage to remain at home if sick or exhibiting possible symptoms of respiratory illness
- Work stations cleaned and disinfected frequently
- Wear face covering when coming in contact within six-feet of another staff member
- Alcohol-based hand sanitizers placed throughout the facility
- Hygiene supplies stocked of hand soap, hand sanitizers, disinfectant spray, and disposable gloves

Client Service Protocol for In-Facility Research:

- Room modifications made to implement a minimum six-foot distance from one another at all times. Rooms to include reception area, discussion rooms, observation rooms and client lounges.
- Client Service Team Members to wear face coverings and gloves at all times
- Guests of AIM required to wear face coverings during their time in the facility
- Upon check-in, participant temperature will be taken and symptom checks conducted.
- Reception area cleaned and disinfected every 30 minutes using cleaning sprays or wipes (e.g. Lysol, Clorox and similar products)
- Discussion room, observation room and client lounges cleaned and disinfected between sessions
- Client and participant food to be served in the containers in which they were delivered in
- Beverages for clients and/or participants to include individual bottles of water and canned sodas
- Plastic cutlery packets to be used instead of silverware