

COVID-19 Protocols for Headquarters

CPR Class COVID Protocols at NCDS

- All attendees should check their temperature the night before the class and again prior to attending. Anyone with an elevated temperature should reschedule.
- Gloves and mask must be worn at all times during the course.
- BVMs (Bag Valve Masks) will be used for ventilations.
- Initially classes will be limited to 8 students.
- Students will work in groups of 2.
- E-cards will be issued so email addresses will be required.

COVID Protocols for NCDS office

- Each attendee must be wearing a mask when entering the building and should use hand sanitizer upon entering the office (before signing forms and before putting on gloves for the CPR class).
- Attendees must take and record temperature, upon arrival in the office, and check off that they don't have a cough or shortness of breath on the ADA COVID screening Q&A form. (We have a no-touch forehead thermometer.)
- Each attendee must print his/her name on the building visitor form (with phone number) in addition to signing the class/meeting attendance form.
- We recommend that attendees bring their own pens and paper for notes and signatures.

For Your Safety

- The NCDS office has two free-standing medical grade air purifiers which remove 95% of virus level particles down to 0.1 micron – one in the conference room and one in the front entry.
- The building air conditioning filters have a MERV 13 rating, the level used by hospital inpatient and general surgery as well as superior commercial buildings.
- The building has hand sanitizer in the lobby and building management requires everyone entering the building to wear a mask.
- Elevators are cleaned throughout the day to ensure on-going cleaning of high touch surfaces like elevator panels/buttons. Elevator occupancy is limited to 2 persons per car.
- Staircases are designated for travel up (South stairwell) and travel down (North stairwell).
- The building requires that tenants keep a continuous log of visitors along with each person's phone number for contact tracing
- The building requires tenants to implement mandatory health screenings of employees and visitors.