

THE ST·JAMES

SAFETY GUIDELINES AND PROTOCOLS

Health Assessment & Complex Entry Process

- All team members must complete a health assessment and declaration, no earlier than 12-hours before arriving on-site
 - Team members can access the assessment & declaration here:
<https://forms.gle/aucKDyLERFB7WbXGA>
 - No team member is permitted to enter the building with a temperature of 100 degrees or higher and/or if the team member answers “yes” to any health assessment questions
 - No team member will be permitted to enter the building if they have not completed the health assessment and declaration. Team members can complete the assessment and declaration at the main lobby desk under supervision of a member of the Safety & Rescue team
- Team members will enter through the main entrance doors and check-in at the main lobby desk
- Security and/or Safety & Rescue team members will verify completion of assessment and declaration, including completion time stamp
 - Verification may include on-site temperature check to validate temperature field
 - Team members who complete the assessment & declaration at the desk will receive a contactless temperature check
- Team members are encouraged to limit their activities to a single venue or business unit

Face Coverings/Masks

- Team members will use the TSJ mask provided as part of your uniform prior to entry
- Face coverings/masks are required when moving through the Complex and/or in instances that ten (10) feet of distance cannot be maintained between people. Face coverings/masks are also required when providing instruction, unless instruction requires vigorous physical activity

Social Distancing

- In addition to face coverings/masks, team members are encouraged to maintain social distancing at all times while on-site
- Avoid greetings using contact and opt for waving, nodding or bowing

Hand Hygiene

- Team members are encouraged to clean hands often
 - Public/shared items are discouraged
 - Team members are encouraged to wash hands before and after touching common use surfaces
 - Workstations are required to be disinfected every two (2) hours during use
 - If soap and water are not immediately available, hand sanitizer stations are located throughout the Complex; however, hand washing should occur as soon as possible
 - Team members are encouraged to use sanitizer whenever transitioning between venues/business units

Should you have any question, please direct them to the Director of Safety and Security, Craig Michel or the Safety and Rescue Manager, Randy Cooper.