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# ASMI Headquarters & Remote Work Pandemic Health & Safety Policies

Since March 2020, all staff is working remotely. ASMI provides the following resources for staff to fulfill their assigned duties:

- Laptop and other office equipment;
- Enhanced internet capability (if needed);
- Access to online cloud storage of client documents;
- Video conferencing capabilities to collaborate with other staff and clients;
- Flexible work schedules; and
- Other resources as needed.

Some staff must perform functions in the office and ASMI adheres to all current COVID-19-related requirements, advisories, policies, procedures, and protocols as mandated by the CDC, the state of Virginia, the city of Falls Church and any other governmental authority to ensure the safety and health of its employees. Procedures have included:

- Temperature checks – Infrared thermometers are placed at the main entrance. Upon arrival, staff must take their temperature and sign a statement that they are not ill.
- Sanitation – hand sanitizers and disinfecting wipes are placed in all common areas. Signage reminds staff to take precautions.

When staff returns to the office, the following procedures will be followed:

- Vaccines are encouraged, staff may take comp/sick time to be vaccinated and will be granted time off as needed if they have any side effects.
- Proof of vaccination is not required but staff members who are not vaccinated are asked to wear masks.
- Hand sanitizers and disinfecting wipes will continue to be available in all common areas. Signage reminds staff to take precautions.
- There will be enhanced cleaning in common areas.
- Staff will be asked to work remotely if they are feeling ill.
- Accommodations will be made if a staff member is not able or willing to travel on client business.