



ECBA Re-Opening after COVID-19

For main door until the County goes 'green':

ECBA Members – Welcome back!

Safety first - social distancing and masks required.

Please use doorbell for entrance.

Closed to the Public

No walk-ins until further notice.

Please call 459-3111 to talk with an ECBA representative for Lawyer Referral Information System (LRIS) or Erie County Legal Journal assistance.

Suggested timeline:

- starting May 8 – staff only
- starting May 15 – open to members
- we will ask the public to still call-in any LRIS or Legal Journal notification
- resume cleaning schedule weekly starting May 10th

People count in rooms (all to have hand sanitizer):

- Staff – one per office
- 8 in Board room
- 4 in Lawyer's Lounge
- 4 in Small Conference Room
- 10 + speaker in the Carriage House

Reception area:

- Hand sanitizer at counter – sign recommending all use it upon entrance
- Nancy to stay behind plexiglass shield (purchased)
- ECBA open to members only

Bathrooms:

- First floor bathrooms – one will be designated public and the other for staff
- Signs to indicate to wash hands for 20 seconds in all four facility bathrooms

Kitchen:

- Open only to staff
- Will have a retractable barrier so people cannot enter
- If a member would like a water, snack, etc., they will need to ask a staff member

Masks:

- Staff **do not** need to wear masks while in their office / not interacting with anyone during normal work hours
- Staff **do** need to wear masks while other people are on campus
- All people coming on campus will be reminded to bring their face mask and wear it on campus
- Masks will be provided to anyone not wearing one (have supply)

Other:

- COVID-19 Safety Procedures for Businesses posters to be posted at front door (viewing for public) and in the kitchen (viewing by employees)
- No cash transaction – all credit card or checks
- After every meeting/day - surfaces will be wiped down
- Any lunches ordered will be boxed lunches
- The only upstairs room to be used is the Lawyers Lounge – separating staff with the public (adding sign by computer and phone not to use)
- Moving chairs out of Board Room so only 8 remain (social distancing requirement)
- Marking high touch areas with green tape – a reminder to wipe down after guests/staff leave
- Staff will stagger work times until the County goes ‘green’

Supplies on-hand or in the process of being delivered:

- hand sanitizer
- gloves
- thermometer (for use in the Carriage House/CLEs – anyone with a temperature over 100.4 will be asked to leave)
- masks
- plexiglass shield
- retractable barriers
- Clorox wipes
- green frog tape
- door bell
- signs that remind people to stay 6 ft. apart

COVID-19 REOPENING PHASES

	WORK & CONGREGATE SETTINGS	SOCIAL SETTINGS
RED PHASE	<ul style="list-style-type: none"> • LIFE-SUSTAINING BUSINESSES ONLY • RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE • SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION • MOST CHILD CARE CLOSED 	<ul style="list-style-type: none"> • STAY AT HOME ORDERED • LARGE GATHERINGS PROHIBITED • RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY • ONLY TRAVEL FOR LIFE-SUSTAINING PURPOSES
YELLOW PHASE	<ul style="list-style-type: none"> • TELEWORK MUST CONTINUE WHERE FEASIBLE • BUSINESSES WITH IN-PERSON OPERATIONS MUST FOLLOW SAFETY ORDERS • CHILD CARE OPEN WITH WORKER + BUILDING SAFETY ORDERS • RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE • SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION 	<ul style="list-style-type: none"> • STAY AT HOME RESTRICTIONS LIFTED IN FAVOR OF AGGRESSIVE MITIGATION • LARGE GATHERINGS PROHIBITED • IN-PERSON RETAIL ALLOWED CURBSIDE/DELIVERY PREFERRED • INDOOR RECREATION, HEALTH AND WELLNESS FACILITIES (SUCH AS GYMS, SPAS), AND ALL ENTERTAINMENT (SUCH AS CASINOS, THEATERS) REMAIN CLOSED • RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY
GREEN PHASE	<ul style="list-style-type: none"> • ALL BUSINESSES MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES 	<ul style="list-style-type: none"> • AGGRESSIVE MITIGATION ORDERS LIFTED • INDIVIDUALS MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES