



Matrixforce COVID-19 Protocols

As we have entered a time of a global pandemic, we must adopt certain protocols and measures to decrease the rate of transmission among each other, our families, our clients, and the service providers who help us. **These protocols are effective immediately and remain in effect after the pandemic in perpetuity.**

Matrixforce Office:

As an essential service for cybersecurity infrastructure, the Matrixforce office at 9810 E. 42nd St. #209 remains available to staff for access 24/7 for technical supplies, water, snacks, and first aid. If you have needs for your family, please know we are here to help.

DO NOT COME TO THE OFFICE FOR ANY REASON IF YOU FEEL OR ARE ILL.

- Park behind the building as to not draw attention to your car.
- When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR HANDS.** Either use gloves or your sleeve over your hands.
- When you enter the office, immediately disinfect yourself by washing your hands for 20 seconds or using Clorox wipes and hand sanitizer.
- Keep interior door closed so visitors must be escorted to gain entry.
- Each time you go down the hall to the kitchenette or the bathroom wash your hands.
- Maintain at least 6 feet distance between yourself and other people.
- Have deliveries left in the lobby or staging area and then put on gloves and wipe down.
- After lunch, wipe down tables and wash your hands.
- At end of shift, put away any PII and wipe your down doorknobs, light switches, and work area surfaces including keyboards and phones.

IF YOU FEEL ILL GO HOME IMMEDIATELY.



Client Site:

We are following CDC guidelines and offering live phone and remote support with on-site deployment only for emergency critical system down situations affecting multiple users.

DO NOT COME TO THE OFFICE OR GO ONSITE TO A CLIENT FOR ANY REASON IF YOU FEEL OR ARE ILL.

- Take gloves and wipes or spray with you.
- Park in an inconspicuous location so as not to draw attention to your car.
- When you enter the building, **DO NOT TOUCH THE DOORS WITH YOUR HANDS.** Either use gloves or your sleeve over your hands.
- Before entering the building, assure your gloves are on.
- When you enter the client's office, immediately use hand sanitizer or wipes.
- Maintain at least 6 feet distance between yourself and other people the entire time you're onsite.
- If you go to break areas or the restroom, wash your hands for 20 seconds.
- Before touching ANY equipment, wipe down with Clorox wipes and allow to dry for 60 seconds.
- Wipe down any equipment you are taking back with you with Clorox wipes. Allow to dry.
- When you leave the building, **DO NOT TOUCH THE DOORS WITH YOUR BARE HANDS.** Either use gloves or your sleeve over your hands.
- Follow the Matrixforce Office protocols on the previous page when you return.

THANK YOU FOR BEING A CYBERIST WARRIOR AND VOLUNTEERING TO GO ONSITE AS WE KEEP PEOPLE WORKING AND INFRASTRUCTURE RUNNING IN OKLAHOMA!