



March 17, 2020

TO: SETRPC Employees

FROM: Shanna Burke, Executive Director

SUBJECT: COVID-19 Update and Office Information

As the situation with COVID-19 develops, we are continuing to monitor the situation and react accordingly. Below are protocols related to the SETRPC Offices and general operations.

SETRPC Offices

As of close of business today and until further notice, the SETRPC offices will be closed to all external parties except for mail, parcel and package delivery/pick-up. Exceptions will be made, on a case by case basis, for elected officials and emergency personnel at the discretion of the Executive Director.

SETRPC Staff may still access the office building via key fob, however, you are strongly encouraged to telecommute and work from home, if your position allows you to do so. There will be an in/out sign in log located at the front desk. If you are in or out of the building, please make sure you sign in and out.

In some instances, certain positions may require an employee to physically be in the office or you may be called in to complete specific tasks. Currently many of our federal and state funding agencies are still operational via telecommuting and requirements of our contracts and programs are still in place.

When in the building, please continue to take precautions and frequently wash your hands, clear frequently touched surfaces, don't cough or sneeze without covering your mouth with a tissue or the crook of your arm, avoid large crowds, etc. Also remember to clean your telephones and keyboards regularly. As has been the case for a while, tissues, hand sanitizers, soap and wipes are located throughout the building.

If you are the only person in the building, please make sure you set the alarm when you leave.

President – Rebecca Ford, Bevil Oaks | 1st VP – Mary Adams, Kountze | 2nd VP Terri Gauthier, Bridge City
3rd VP – Michael Sinegal, Jefferson County | Treasurer – Wayne McDaniel, Hardin County | Secretary – Johnny Trahan, Orange County

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Telecommuting - Work from Home

If you are working from home, you should be reachable between normal SETRPC business hours, Monday – Friday from 8:00 a.m. – 5:00 p.m.

We are making provisions to transfer office phones to cell phone numbers that we have on file in Administration as well as provide information on how to remote access into both your email and the SETRPC network, effective close of business today. When the phone rings, you will see SETRPC's number pop up, not the number from where the call is originating. If you have an extenuating reason and this is not feasible, please contact your Manager or Department Director.

IT has and will be sending out, via email, protocol for logging in remotely for both email and network purposes. Please DO NOT power off or shut your computer down when you leave the office. If you do, you will not be able to remote in. Make sure you sign out. IT will be sending out emails with instructions on how to log into both email and the network.

Time off should be handled as if you were in the office. If you need to take time off for any reason, such as you or a family member being sick or you are unavailable to work, you should take sick or vacation time depending on the circumstance. Requests should be made as you normally would. Also as a reminder, any comp time earned or taken will need to be approved by your Director.

We will be in contact with you via phone, text and/or email. Please do not hesitate to reach out to your Manager, Director or me should you have questions. Any changes or updates will be sent out as they occur.

General

There is a listing of SETRPC employee personal contact information in Outlook, should you want or need to get in touch with other SETRPC employees.

Thank you for your patience during this time of crisis. I urge you to please take all recommended health measures to protect you and those around you and follow any recommendations sent out by our federal, state and/or local leaders. Your health and safety are the utmost priority. Take care and stay safe!