



June 23, 2020

TO: SETRPC Staff

FROM: Shanna Burke, Executive Director

SUBJECT: Addendum 4 – SETRPC Guidelines for COVID-19 (previously Guidelines for Returning to Work – SETRPC Offices – COVID-19)

Unless noted in this Addendum, all other Guidelines previously provided will remain in effect.

Because the situation with COVID-19 remains fluid, changes to guidelines may occur at any time.

HEALTH PROTOCOLS FOR OFFICE – UPDATE

Face Masks

Per an order today from Jefferson County Judge Jeff Branick, beginning 12:01 p.m. (noon), Wednesday, June 24, 2020 through 11:59 p.m., Tuesday, June 30, 2020, all employees and customers of all businesses that provide goods and services, who are 10 years or older, shall wear a face covering (mask) over their nose and mouth when in a commercial entity or working in areas in a commercial entity that involve close proximity to others. Based on this, the following will apply to the SETRPC:

- All SETRPC staff and visitors will be required to wear or put on a face covering upon entering the SETRPC building. If you do not have a face covering upon entering, one will be provided to you.
- Once inside the building, a face covering will be required to be worn in all public areas or any area that involves close proximity with others. Face coverings can be removed if working in your office or at your work station, provided you are not within 6 feet of another individual.
- Per the CDC face coverings may include homemade masks, scarfs, bandanas or a handkerchief.
- Per Jefferson County Guidance, it is strongly recommended that people not obtain or wear medical masks or IN-95 respirators as they are a needed resource for health care providers and first responders.

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Exemptions

Face coverings do not need to be worn in the following circumstances:

- When exercising outside or engaging in physical activity outside;
- While driving alone or with passengers who are part of the same household as the driver;
- When doing so poses a greater mental or physical health, safety or security risk (Businesses may not inquire of the state of a patron's mental or physical condition);
- While pumping gas or operating outdoor equipment;
- While in a building or activity that requires security surveillance or screening, for example, banks; or
- When consuming food or drink.

General Hygiene Information

Please note that face coverings are a secondary strategy to other mitigation efforts. Face coverings are not a replacement for social distancing, frequent handwashing and self-isolation when sick. All people should follow CDC recommendations for how to wear and take off a mask and should keep up the following habits while in public:

- Washing hands before you leave home and when you return;
- Staying at least six feet away from others;
- Avoiding touching nose or face;
- **Not using disposable masks more than three times;**
- **Washing reusable cloth masks regularly to prevent the spread of the virus;**

GENERAL OFFICE REMINDERS

- **If you or someone in your home is sick, stay at home and contact your Director immediately. The Director should then contact the Human Resources Manager immediately.**
- The use of other workers' phones, desks, offices or other work tools and equipment is discouraged.
- Please wipe down any equipment in common areas after use.
- You will need your key fob to enter the reception area from the lobby.

QUESTIONS

Questions or clarification regarding these guidelines should be directed to the Human Resources Manager or the Executive Director.