



# Guidelines for Transitioning to Normal Work Environment

Effective June 8, 2020

## Required Safety Practices

Physical distancing is required while in the DETCOG building which includes maintaining at least 6 feet distance from others to the extent possible. In workspaces where physical distancing is difficult or impossible, alternate arrangements (e.g., staggered work schedules, reconfiguration, etc.) should be made. The Executive Director or Program Director may allow an employee to work from a remote location, if the quality and quantity of work benefits the program and DETCOG.

Employees are strongly encouraged to wear face coverings in all common areas (i.e., hallways, break rooms, restrooms, reception area, etc.). Staff may use their own mask or one that is provided by DETCOG.

Employees are encouraged to regularly wash hands or utilize hand sanitizer to maintain safe hygiene. DETCOG will ensure soap and hand sanitizer is available. DETCOG will work with building maintenance to ensure regular detailed cleaning, with a focus on increased frequency of cleaning of regularly touched surfaces in common areas (e.g., doorknobs, handles, handrails, appliances, etc.) as well as bathrooms and breakrooms. Employees are encouraged to regularly clean and disinfect surfaces in their own workspace (i.e., desk, keyboard, mouse, etc.). Employees should avoid using other employee's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

Available technology (i.e., GoToMeeting or AT&T Conference Call) will continue to be utilized for the conduct of internal and external meetings. Further, all non-essential business travel, whether in or out of region, remains suspended.

Occupancy to the building will be limited consistent with applicable federal, state, and local guidelines. At this time no visitors will be permitted unless otherwise approved by the Executive Director or Assistant Director. This does not apply to DETCOG Board Members, Elected Officials, Federal, State and Local Officials including staff of grantor agencies, other Public Safety personnel, or contractors who are servicing the building (custodial, repair and maintenance).

Public meetings including committee meetings will continue to be conducted remotely utilizing available technology. No meetings will be scheduled in the building unless approved by the Director or Assistant Director.

Employees must not gather or loiter in common areas. Break areas are available for individual usage and should not be used for congregating.

To the extent practicable, internal doors will be propped open to limit the number of surfaces employees must touch.

Signage will be posted throughout the building to remind employees of requirements and recommended best practices.

In instances where employees must interact with external parties the visitation rooms in the front lobby should be utilized whenever possible. If a program client must enter the employee workspace, he or she will be given a mask and escorted throughout the building.



## Required Health Protocols

It is imperative to the safety of all employees that any employee who begins to exhibit symptoms of COVID-19 or believes they have been exposed to COVID-19 stay at home and promptly notify their supervisor. The supervisor should promptly notify the HR Director and seek to ascertain whether the employee had any recent close contact with other staff members.

Any employee who has symptoms (fever, cough or shortness of breath) should not report to work. Employees are asked to check their own temperature before coming to work. Any employee who has a temperature of 100.2 or greater should immediately report this to their Program Director and remain at home. Any employee who becomes sick while at work should be separated from other employees and visitors, and sent home.

Employees who are sick must follow CDC-recommended steps and/or instructions from their personal physician. Employees shall not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Generally, you may end home isolation when you have had no fever for 72 hours (without the use of fever-reducing medication), AND your symptoms have improved, AND (if you were exposed to or exhibited symptoms of COVID-19) at least 10 days have passed since your symptoms first appeared. Notify your supervisor and HR, who will coordinate with the Program Director to approve returning to work. DETCOG reserves the right to send employees home that are sick, exhibit symptoms of sickness or are believed to be in violation of these guidelines. As a precaution, employees may be required to have their temperature taken inside the building.

Employees who are well but who have a sick family member at home with COVID-19 must notify their supervisor and HR and follow CDC recommended precautions.

If you have had potential exposure to COVID-19, including being in close contact with someone who has a diagnosis, do not report to DETCOG or another worksite or participate in any work-related event. Contact your doctor or local health department to undergo a risk assessment, and follow the guidance given. Do not report to work until clearance is given by a health care professional or the health department. If you are unable to or do not visit a doctor or health department, you must self-quarantine away from the workplace for 14 days after the last exposure, as recommended by the CDC. Notify your supervisor, who will coordinate with the administration and HR Director to approve returning to work.

Employees who travel on cruise ships, or who travel internationally by any means, must notify their Program Director and HR Director in advance and quarantine for 14 days after arriving home, based on current CDC guidance.