



June 10, 2020

TO: SETRPC Staff
FROM: Shanna Burke, Executive Director
SUBJECT: Addendum 3 – SETRPC Guidelines for Returning to Work

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.

RETURN TO WORK

Return of All Employees to SETRPC Offices – June 15, 2020

Effective Monday, June 15, 2020, all employees will be expected to return to work at the SETRPC Offices, unless you have an extenuating circumstance that has been assessed and cleared with your Director or for Directors, with the Executive Director.

Public Access to SETRPC Offices – June 22, 2020

Effective Monday, June 22, 2020, the SETRPC Offices will be open to the public. Anyone entering will be screened at the front desk and all other protocols currently in place will be expected of the public as is in place for employees.

HEALTH PROTOCOLS FOR OFFICE – UPDATE

In order to ensure a safe work environment, we have taken the following steps outlined by the CDC and/or as general safety precautions:

- Screening of all employees is done upon entering the office.
- Temperatures are taken.
- Completion of a symptom screening form is required.
- Hand sanitizer is required when entering the reception area from the lobby.
- Hand sanitizer, cleaning wipes, cleaning sprays and/or alcohol swabs are placed in common areas.
- Gloves have been made available in the area outside of Suzanne's office.
- Soap is available in all kitchens and rest rooms.

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- Hand sanitizer has been provided for each employee to have at his/her individual desk.
- Box of tissues has been provided for each employee to have at his/her individual desk.
- A face mask has been provided to all employees.
- Guidelines have been issued requesting social distancing, particularly in common areas.
- Outside air dampers have been installed on all air conditioning/heating units to allow inside air into the building.
- Information about COVID-19 and the prevention of such has been placed throughout the building.

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 building from the outside as well as entering 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.