

BASELINE RETURN TO WORK RECOMMENDATIONS

GENERAL

- Adhere to federal, state, and local public health and worker safety guidelines
- Create visible entry point signage for workers, volunteers and visitors on shared expectations and responsibilities (including proper hygiene & sanitization, physical distancing/PPE guidance and information for reporting concerns)
- Regular self-monitoring and updates of the Safe Work Plan
- Communication of Safe Work Plan to all workers, volunteers and visitors including any future modifications

SCREENING

- Ask workers/volunteers to self-certify that they have experienced no COVID-19 symptoms since last day they physically visited the workplace
- Encourage workers/volunteers do regular temperature checks at home before coming to work
- Ask workers/volunteers to stay home and seek medical guidance if they are experiencing any known symptoms
- Train workers/volunteers on symptom detection, sources of high risk to COVID-19, prevention measures (including household suppression) and leave benefits/policies (e.g., *unemployment insurance for workers that need to self-quarantine*)
- Conduct routine temperature checks & screenings with once per day. Encourage a single point of entry for ease of screenings or set up a kiosk if single point of entry is not practical. Mark off 6 foot distances for screening queue.
- Consider screening/temperature checks for customers

EXCLUSION

- Plan for when an employee becomes sick - Employees with symptoms of COVID-19 (fever, cough, or shortness of breath) at work should immediately be sent home.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC and SRHD guidance if symptoms develop.
- Identify a location in your workplace where ill workers or customers can be isolated from others until they can safely be transported home or to a healthcare facility.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility.
- Advise sick staff members not to return until they have met CDC's criteria to discontinue home isolation.
- Notify and isolate all workers/volunteers in contact with an individual that develops symptoms (while maintaining confidentiality)
- Provide leave options for people having to self-isolate/self-quarantine for COVID-19

VULNERABLE WORKERS / CUSTOMERS

- Keep in mind that some workers or customers are at higher risk for severe illness from COVID-19.
 - Individuals over age 65
 - Those with underlying medical conditions such as, but are not limited to, chronic lung disease, moderate to severe asthma, hypertension, severe heart conditions, weakened immunity, severe obesity, diabetes, liver disease, and chronic kidney disease that requires dialysis.
 - Vulnerable workers should be encouraged to self-identify and employers should avoid making unnecessary medical inquiries.
 - Employers should take particular care to reduce vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations.
- Protect employees at higher risk for severe illness by supporting and encouraging options to telework.
- Consider offering vulnerable workers duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the worker.
- Ensure that any other entities sharing the same work space also follow this guidance.

| DISTANCING | | HYGIENE & CLEANING |
|---|---|--|
| <ul style="list-style-type: none"> • Work from home when possible • Maintain physical distancing of 6 feet apart wherever possible - with staff and visitors/customers • Create isolated work cells/teams where possible • Provide workers/volunteers with masks for any public-facing job and/or those whose responsibility includes operating within physical distancing limits of 6 ft. for extended periods of time. (Note: N95 masks should not be used except for public health approved roles) • Use plexiglass protection (sneeze guards) between workstations or at check out • Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time • Enact limits for number of visitors allowed to accompany client/customer • Limit ingress/egress points while maintaining fire exits • Stagger entry into stores/facilities • One-way store/facility aisles • Use distance markings at places of congregation • Re-organize floor layouts to permit physical distancing | <ul style="list-style-type: none"> • Avoid non-essential person-to-person contact (e.g., handshakes) <ul style="list-style-type: none"> ○ Use touchless payment options as much as possible, when available. ○ Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. ○ No contact pickup options • Wipe any pens, counters, or hard surfaces between uses or customers. • Reduce use of shared office supplies/resources; move to touchless sign-in/sign-out device or provide hand sanitizer next to fingerprint machine • Limit shared desks/workspaces <p>Meetings – Gatherings</p> <ul style="list-style-type: none"> • Avoid gatherings of >10 people in meeting rooms or shared social spaces (e.g., cafes, lobbies); everyone should maintain physical distancing of at least 6 feet. • Cancel group events of more than 10 people during Phase II-Phase III) if physical distancing cannot be maintained • Virtual meetings even when in office, or meeting outdoors (weather permitting) whenever possible • Avoid sitting face-to-face • Use training methods that do not involve personal meetings • Virtual companywide meetings <p>Break Rooms – Kitchens – Cafeterias</p> <ul style="list-style-type: none"> • Close communal spaces such as break rooms, if possible, or stagger break times and clean and disinfect in between uses • Limit cafeteria capacity and services by reducing seating and self-service options • Limit public kitchens/vending • Implement reduced maximum capacity limits | <ul style="list-style-type: none"> • Routine sanitization of frequently touched surfaces (e.g., door handles, workstations, cash registers) at least daily and shared objects (e.g., payment terminals, tables, countertops) between use. • Clean surfaces between meetings/customer visits • Provide hand sanitizer at entrances/exits and other high traffic areas • Designate a hygiene leader for each shift and facility who is responsible for protocol audits • Perform nightly deep cleaning (link to appropriate guidance) • Provide easy to cleaning supplies for disinfecting high touch surfaces • Use products that meet EPA’s criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. • Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants • Make available individual disinfectant wipes in bathrooms, and post reminders not to flush these wipes but to dispose of them in the trash • Close off areas used by a sick person and do not use them until after cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible. |

REPORTING / CONTACT TRACING

- Notify SRHD, staff, and customers (if possible) immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) or other applicable laws.
- Have the ability to log all workers and volunteers that come on premise for purposes of supporting public health contact tracing. Log should have name, phone number, date and time.
- Have the ability to log customers/visitors that come on-premise. Log should contain name, phone number, date and time.
- Have an available contact for all workers, volunteers and visitors to report concerns and/or potential violations of the Safe Work Plan
- Have a single point of contact for public health to reach your business for contact tracing of staff, volunteers or clients/customers
- Regular reporting of worker and customer sentiment and tracking of public health trends

POLICIES, BENEFITS, WELLNESS & OTHER

- **Eliminate unnecessary travel:** Provide employees from higher transmission areas (earlier Phase areas) opportunities to telework and other options as feasible to avoid traveling lower transmission (later Phase) areas and vice versa.
- Create virtual HR office hours and/or HR hotline
- Appoint team/lead to manage ongoing Safe Work Plan

Support Working from Home / Alternate Schedules

- Job shares that allow for reduced hours
- Offer partial workforce or alternate day of week operating model
- Different in office working hours (e.g. two shifts: 6:30a- 12:30p and 1p-7p with time between shifts)
- Provide one-time home office supply voucher
- Tiered PTO (e.g., FTEs get additional 80 hours; PTE get additional 40 hours; all paid out at year end if not used)
- Create workforce relief/aid fund and adopt policy on how funds will be distributed
- Promote and enable individual commutes (e.g., subsidized biking/parking)
- Consider providing employer-sponsored buses/transit options to reduce use of crowded public transportation
- Alternative hours to limit transportation during high public traffic hours

Provide Training

- Provide content for vulnerable workers to help navigate Back to Work (e.g., aggregate helpful materials, explain evolving gov't benefits)
- Provide technical support for remote workers and virtual meetings
- Create networks for workers to connect/share remote working best practices
- On-going training to meet health guidelines
- Host pre-return to work training
- Provide guidance on virtual and in-person teams
- Provide career planning and resources
- Voucher for online education tools
- Train managers to support new Back to Work model

Offer Wellness Opportunities

- Sponsor well-being challenges geared to staying physically and mentally healthy
- Access, reduced cost and/or free counseling
- Access, reduced cost and/or telemedicine consultations
- Benefit extensions for household members
- Access to meditation/mindfulness content
- Digital support groups to decrease isolation and share ideas

Support Alternative Childcare Options

- On-site day care or study rooms for limited number of children per day
- Access to apps to match caregivers with need (including recently displaced workers)
- Priority for childcare for workers not able to WFH
- Virtual play dates for families with children of similar ages