

EMPLOYEE GUIDANCE

FOR REOPENING

PERSONAL RESPONSIBILITY

The county is working hard to keep employees safe during this pandemic, and it is critical every employee takes personal responsibility for their health and the environment they work in. If you must be around others, wear a mask and wash or sanitize your hands frequently.

TEMPERATURE TAKING

- ✓ All employees should have temperatures taken before reporting to work.
- ✓ Most work locations will have a process for taking temperatures at employee entrances and staff dedicated to enforcing temperature and mask requirements.
- ✓ Employees reporting directly to the field should continue to take their own temperature at home.
- ✓ If your temperature is 100.4 or above, you will not be permitted at work locations. Employees should notify their supervisor along with Rosetta Gallardo, rgallardo@adcogov.org, with People & Culture Services, for further guidance.
- ✓ The employee should also contact their personal physician for further guidance.

MASKS

- ✓ All employees will be required to wear a medical or non-medical cloth face covering that covers the nose and chin while working in areas with close proximity to other employees or the public, except where doing so would inhibit that individual's health.
- ✓ All employees will be provided a reusable cloth mask for use at work. Cloth masks can be washed and reused as they become soiled or non-breathable. Employees will be allowed to use personal face masks including homemade or purchased masks. Face masks should be appropriate for a professional working environment and shall not display inappropriate pictures, words, or symbols.
- ✓ Employees with more direct public contact will be provided with disposable masks. Disposable masks can be used until soiled or non-breathable and then must be disposed.
- ✓ Visit adcogov.org/masks for a brief video on how to put on your mask and take it off safely.

SOCIAL DISTANCING

- ✓ Keep six feet of distance between yourself and others whenever possible.
- ✓ Only two people should be in elevators at a time.
- ✓ Do not gather in groups, even if you are wearing masks.
- ✓ Meetings and trainings will be conducted through a phone call or virtually through Zoom or Microsoft Teams.
- ✓ Employee restrooms should be occupied only when proper social distancing can be achieved.
- ✓ Pantries/break rooms should only be occupied when proper social distancing can be achieved.

CLEANING AND DISINFECTING

- ✓ Facilities & Fleet Management will continue their enhanced cleaning processes for all work locations, but we need everyone to help.
- ✓ Cleaning supplies (including wipes, disinfectant spray, and paper towels) will be available for each department's use.
- ✓ Employees should disinfect shared resources before and after use including:
 - ✓ Kitchen counter and sink surfaces
 - ✓ Refrigerator and other kitchen appliance handles/knobs/buttons
 - ✓ Printer/copier devices
 - ✓ Door handles
- ✓ Employees should clean/sterilize their personal workspaces daily.

