



We have been asked to provide guidance as we re-open our offices. We have examined the State’s personnel plan and created a chart as an overview/guide for your use.

Agency Leaders	Employees	Public Access/Visitors
<ul style="list-style-type: none"> • Determine employee schedules • Post self-assessment signs on all entrances with contact information • Develop cleaning routine/schedule • Provide physical barriers where appropriate • Provide sanitizing supplies as required at building entrances 	<ul style="list-style-type: none"> • Conduct daily self-assessment (Temperature/cough/difficulty breathing) • Contact health care provider and manager if any symptoms develop • If symptom free, proceed to work as normal • Do not borrow or use items from other employee’s work area • Recommended to obtain and wear reusable mask at work and in public settings 	<ul style="list-style-type: none"> • Remain closed to public access • Visitors by appointment only and must be met at the entrance to the building • Visitors are asked to self-screen • Social distancing required • Masks recommended
Social Distancing	PPE	Cleaning
<ul style="list-style-type: none"> • Stay 6 feet apart • Do not enter other people’s work area • Set up conference rooms and waiting areas for proper distancing • Remove any extra chairs from meeting areas • Remove chairs and tables from break areas to discourage gathering 	<ul style="list-style-type: none"> • Face masks highly recommended in shared spaces • Gloves for opening mail or exchanging items in the office • “No touch” policy for interactions when possible 	<ul style="list-style-type: none"> • Prop external doors open when possible and if it is safe to do so • Located hand sanitizer at each entrance • Wash hands regularly • Use water fountains for filling bottles only • Wipe down surfaces before and after each use

Remote work will continue as the primary option for many employees, especially those 65 and older and employees who have high-risk medical conditions.