

## Community Development Services Phased Back-to-Work Plan

NOTE: This plan will be updated as further instructions and guidance are provided by the Governor's Office

	<b>PHASE 1 5/1-15</b> <i>Return in Phases</i> <i>Gatherings avoided</i> <i>Minimize non-essential travel</i>	<b>PHASE 2 5/16-29</b> <i>Continue telework and phasing</i> <i>Gatherings of 10</i> <i>Minimize travel</i>	<b>PHASE 3 5/30-6/12</b> <i>Non-essential travel can resume</i> <i>Gatherings of 10-50</i>	<b>PHASE 4 6/13-26</b> <i>Resume unrestricted staffing</i> <i>Follow CDC guidelines for travel</i> <i>Gatherings of &lt;50 with protocols</i>	<b>END 6/27 &amp; Beyond</b> <i>No large-scale gatherings</i>
<b>Social Distancing and Limited Physical Interactions: 6-feet</b> <ul style="list-style-type: none"> <li>- Signage Unidirectional traffic; Plexiglas partitions</li> <li>- Reduced staffing, Staggered hours, telework</li> <li>- Close common areas</li> <li>- Online, digital, telephonic, curbside. etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Building access for pickup/drop-off or for those who do not have access to electronic means to schedule an appointment</li> <li>- Other meetings to take place via telephone or internet</li> <li>- Doorbells, signs, and markings installed to limit and guide access</li> <li>- Plexi-glass barriers installed</li> <li>- Most staff alternating in-office and work-from-home days. Schedule to be provided weekly</li> <li>- Inspectors still taking vehicles home and telecommuting</li> <li>- Building Inspectors use decision tree to determine whether or not to enter buildings</li> <li>- Code Enforcement resumes on limited basis</li> <li>- Public meetings still online until waiver of in-person requirement is lifted. Afterward, limit available seating to maximum allowed during phase that can be safely distanced</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1 with following change:</li> <li>- Small group meetings may be scheduled in large conference room if necessary. Preference to continue with online and telephone meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Building access no longer restricted via use of doorbell</li> <li>- Limited access to staff offices and specific building areas remains</li> <li>- Group meetings where attendees can be safely distanced may resume in conference areas, but continue to encourage online meetings</li> <li>- Building Inspectors come to office at least once per week</li> <li>- Staff to work in-office on more regular schedule. Schedules to be provided weekly</li> <li>- Code Enforcement resumes normal operations</li> <li>- Public meetings follow same guidance as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>- Normal operations and staff schedules resume</li> <li>- Plexiglass barriers remain in place</li> <li>- Work-from-home VPN access discontinued</li> <li>- Continue with social distancing and PPE use</li> <li>- Public meetings continue to offer online participation. Seating limited per Governor's orders and safe distancing requirements</li> </ul>	<ul style="list-style-type: none"> <li>- Normal operations for staff and public meetings, unless other guidance is provided by Governor's Office</li> </ul>
<b>Hygienic Conditions</b> <ul style="list-style-type: none"> <li>- <b>Cleaning &amp; disinfection</b></li> <li>- <b>Sanitizer</b></li> <li>- <b>Hand-washing</b></li> <li>- <b>Masks (Cloth or N-95)</b></li> <li>- <b>Other PPE as needed</b></li> </ul>	<ul style="list-style-type: none"> <li>- Surfaces to be regularly cleaned throughout day</li> <li>- Employee vehicles supplied with hand sanitizer and gloves</li> <li>- Masks and gloves to be worn during inspections</li> <li>- Masks to be worn during office interactions</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>- Clean surfaces daily</li> <li>- Continue to supply hand sanitizer and gloves to employee vehicles</li> </ul>	<ul style="list-style-type: none"> <li>- Normal cleaning routine by Building Maintenance staff</li> <li>- Continue supplying vehicles as described in Phase 4</li> </ul>
<b>Strategy for Ill Employees</b> <ul style="list-style-type: none"> <li>- <b>Self-monitoring/Screening</b></li> <li>- <b>Quarantining</b></li> <li>- <b>Stay home if ill</b></li> <li>- <b>Disinfection as needed</b></li> </ul>	<ul style="list-style-type: none"> <li>- Employees with symptoms or with household members showing symptoms to work from home or take leave</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>- Same guidance as Phase 1. More stringent on requirement of doctor notes for extended absences</li> </ul>
<b>Facilitate Contact Tracing:</b> During all phases, contact tracing to be facilitated through use of TRAKiT data					
<b>Special Accommodations</b> <ul style="list-style-type: none"> <li>- For Employees: Will be strongly considered as directed by Governor's phasing plan and in consultation with Legal and HR Departments</li> <li>- For Citizens/Customers: ADA Accommodations provided as normal, other accommodations to be considered on a case-by-case basis</li> </ul>					