

## HDI Covid Safe Office Plan and Procedures

### Employee Work Options Until End of Pandemic

1. Continue to work virtually: All employees shall have the option to continue to work from home until the risk of Covid-19 transmission is substantially diminished.
  - a. HDI will provide loaned equipment to facilitate working from home, subject to the policies in our Personnel Policies.
  - b. Flexible scheduling is available pursuant to Personnel Policies.
2. In-Person/Virtual blend: Employees may work in the office a certain number of days per week.
  - i. Schedule must be established in advance to prevent overlap in office usage.
3. Facilities
  - a. One person per office
    - i. Staggered office days as needed
  - b. Daily wipedown of high-touch surfaces
    - i. On departure, each person wipes their desk, keyboard, and mouse, and the doorknobs and tables in their office
  - c. Entry
    - i. HDI Staff use the east building entrance to minimize contact with other building occupants
  - d. Meetings
    - i. All work meetings must be outdoors with masks, or virtual.
    - ii. Meetings of more than six people must be virtual.
    - iii. No HDI meetings at SFS, or any other indoor venue
  - e. Lunch
    - i. Outside
    - ii. In your office
4. Supplies
  - a. HDI will provide hand sanitizer, disposable wipes, and paper masks.
5. Personal protection
  - a. Masks required in all common areas of the building (hallways and bathrooms.)
  - b. Masks are required whenever employees are within ten feet of others or whenever two or more people are occupying the same room.
6. Exposure/Symptoms
  - a. Check temperature before coming to the office.
  - b. Notify the ED if you are experiencing any COVID symptoms
    - i. All staff will be immediately notified of possible exposure
  - c. When in doubt, stay home!
    - i. Possible exposure? Work from home.
    - ii. Feeling off? Work from home.

iii. Not sure? Just work from home.

7. Sick and Family Leave

- a. Two weeks paid leave if you are sick.
- b. Two weeks paid leave to care for a sick family member.
- c. Still sick after two weeks? Extended leave possible.
- d. Family leave to care for virtually-schooling children per federal guidelines.