Considerations when Resuming In-Person Activities and Services

Workforce Assessment

- Assess employee preferences and availability
- Evaluate employee demographics, including:
  - Age and/or underlying medical conditions
  - Modes of transportation to the worksite
  - Primary caregivers for a child or someone else
  - Employees living with someone who is high risk
  - Parents of young and school-age children
- Monitor telework capacity and productivity
  - Local school and childcare availability
  - Are there opportunities to enhance employee technology/connectivity/equipment?
- Consider strengthening or promoting EAP services and mental health supports
- Evaluate leave policies and available federal tax credits for emergency paid sick leave or E-FMLA, if applicable based on organization/host agency type and size

Local COVID-19 Conditions

- Rate of new COVID-19 cases - Any recent outbreaks or surges?
  - The World Health Organization recommends a test-positivity rate of below 5% for the 14 days before reopening
  - Local testing capacity - Are tests widely/readily available? What is the local lag time in obtaining testing results?
- Vaccines
  - Develop a vaccine policy (mandatory or voluntary) considering all legal ramifications
  - Are vaccines widely available in your area? Who is currently eligible for them?
  - Be sensitive to employee and client reservations or concerns
- Monitor the science
  - What do we know about emerging virus variants?
  - What do we know about transmission by vaccinated people?
  - What is the latest on COVID-19 infection/spread in children?

Workplace Readiness

- Office / meeting room layout, infrastructure and supplies
  - Air exchange and air filtration – can it be improved?
  - Physical adjustments – increase spacing or add protective shields, policies for elevators, lobby areas, etc.
  - Cleaning procedures
- Safety and protection protocols and supplies
  - Employee screening procedures - before entering the workplace and before visiting a client
  - Client screening procedures – before staff visit in-person
  - Use of personal protective equipment (PPE) protocols – and PPE provided for in-person visits
  - Reporting, testing and contact-tracing protocols for exposures

Plan to Adapt!

- Have a plan for how things will be adjusted if conditions worsen
- Communicate and solicit feedback from employees and clients
- Consider a phased-in approach, with protocols and PPE supplies that might be needed for each phase
  - Essential functions first! What is essential? Who is essential? What are their demographics/risk factors?
    - Think through “essential” functions from both an employee and a client/family perspective. Who is at highest risk without certain services? Who is best able to provide those services? How?
  - When safe, begin phasing-in additional activities in a voluntary manner
    - What density/number of staff are allowed in office? How will it be scheduled/ coordinated/managed?
    - Can family/client contact be increased? Outdoors? Indoors?

Example/Possible Phases for Face-to-Face Services with Families:

- Phase 1: Vaccinated staff in-person with families where parents have been vaccinated.
- Phase 2: Vaccinated staff in-person with families where parents have not been vaccinated.
- Phase 3: Unvaccinated staff in-person with families where parents have been vaccinated.
- Phase 4: Unvaccinated staff in-person with families where parents have not been vaccinated.