

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.