

## DMVA Certification of Readiness to Return Employees to the Workplace

- DMVA has identified priority services operations (prioritized, operational requirements enumerated, cost and revenue considered). This includes identifying the percentage or number of employees:
  - Required to work on premises.
  - Who will remain remote on a short-term, medium-term, and long-term basis.
- DMVA has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces.
- DMVA has a plan to conduct health screenings for all employees and may do so for all vendors, contractors, and visitors. (Some facilities may require body temperature screenings.)
- DMVA has communicated infection control protocols, including handwashing, health screening, temperature taking, face covering wearing, and respiratory etiquette, to anyone who is in the workplace.
- DMVA has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible.
- DMVA has communicated travel restrictions and policies for remote meetings.
- DMVA has consulted with facilities management, the DTMB, or the landlord to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.
- DMVA has appropriate and sufficient signage posted denoting social distancing requirements, hygiene reminders, restrictions on public access, required conference room seating, maximum number of people allowed in each space, what to do if employees become ill, etc.
- DMVA has made cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as soap, towels, and tissues.
- DMVA has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the branch and subsequently returned.
- DMVA has employee communication plans that include notifying employees of information needed BEFORE they return to the site.
- DMVA has notified all employees how to contact the Employee Service Program (ESP) if necessary.
- DMVA has mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms are widely known to employees, either through signage or frequent verbal or written communication.

- DMVA has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, DMVA has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.
- I certify DMVA has protocols in place to comply with executive orders allowing the safe return of employees to the workplace. By signing this certification, I attest DMVA has followed all applicable guidance in this document, and has communicated or will communicate all relevant standards and policies to employees before they return or immediately as they return to the workplace.

DIRECTOR SIGNATURE: *Paul D. Rogers*  
DATE: 11/23/2020