

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

The OAG has developed a comprehensive Safely Return to Workplace plan which will be appropriately executed and communicated to all OAG staff. The plan includes:

- Identification of employees who must return to work to complete work assignments and are unable to do so while working from home.
- Social distancing guidance in place for work areas, elevators, meeting rooms, and common spaces.
- Requirements for all OAG staff to self-assess themselves for any indication of COVID-19 symptoms.
- Communication, to all OAG staff, of appropriate infection control protocols.
- Considerations of alternate work locations for areas where social distancing may not be possible.
- Travel restrictions regarding the use of State vehicles.
- Communication with Victor Center building management to ensure appropriate cleaning and sanitizing of the OAG office.
- Appropriate communication, including the use of the OAG intranet, emails and signage 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.
- Making cleaning and disinfecting supplies available for employees to maintain their workspaces and equipment, along with adequate hygienic products such as disinfectant, soap, towels, and tissues.
- A process to report and inventory computer equipment taken for working at home.
- Communication plans that include notifying employees of information needed BEFORE they return to the site. This includes the use of the OAG intranet and emails.
- How to contact the Employee Service Program if necessary.
- Mechanisms in place to report and resolve compliance issues with safety protocols. These mechanisms have been communicated through the OAG intranet and emails.
- Protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- The purchase of cloth face coverings for distribution to all OAG employees.
- Protocols in place to ensure the safe return of employees to the workplace. All relevant standards and policies will be communicated to all OAG employees before they return or immediately as they return to the workplace.

AUDITOR GENERAL SIGNATURE \_\_\_\_\_ Signature on file

DATE \_\_\_\_\_ November 4, 2020