

## Certification of Readiness to Return Employees to the Workplace

Agencies must implement the following items to ensure they are ready to recall their priority services and employees to the workplace.

- My agency 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.
- My agency has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces.
- My agency 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.)
- My agency has communicated [infection control protocols](#), including [handwashing](#), health screening, temperature taking, face covering wearing, and [respiratory etiquette](#), to anyone who is in the workplace.
- My agency has plans in place for telework, flextime, and staggered schedules in areas where social distancing is not possible.
- My agency has communicated travel restrictions and policies for remote meetings.
- My agency has consulted with facilities management, the DTMB, or the landlord to ensure extra cleaning and sanitizing schedules, needed layout changes, etc.
- My agency 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.

- My agency 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.
- My agency has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the agency and subsequently returned.
- My agency has employee communication plans that include notifying employees of information needed BEFORE they return to the site.
- My agency has notified all employees how to contact the [Employee Service Program \(ESP\)](#) if necessary.
- My agency 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.
- My agency has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.
- If applicable, my agency has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.
- I certify my agency has protocols in place to comply with executive orders allowing the safe return of employees to the workplace. By signing this certification, I attest my agency 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.

AGENCY DIRECTOR SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

11/20/20