

Appendix B:

Supervisor Certification of Readiness to Return Employees to the Workplace

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

My section has identified essential services, operational requirements, and prioritized movement of staff back into onsite work. 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 section has identified performance metrics associated with each operation in the new normal and can collect/monitor staff performance.

My section has social distancing plans in place for work areas, elevators, meeting rooms, and common spaces. Any changes to layout of work areas or additional barrier construction has been approved by my Deputy Treasurer and Treasury Facilities.

My section has self-screening protocol stations available for all employees, vendors, and visitors entering the facility.

My section 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 section has plans in place for telework, flextime, and staggered schedules where social distancing is not possible.

My section has communicated travel restrictions and policies for remote meetings.

My section has verified that Treasury facilities has coordinated with DTMB facilities or the landlord (leased facilities) to ensure extra cleaning and sanitizing schedules are in place, and appropriate modifications to the workplace have been completed.

DTMB and Treasury Facilities have provided appropriate and sufficient 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 and any other that may be required in accordance with this plan. My business area will work with Treasury Facilities if additional items are required.

My section 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 section has a process for employees and supervisors to report, inventory, and sanitize all state-owned equipment and office furniture removed from the section and subsequently returned.

My section staff members have received move-in communications updates before they return to the site. (Updates provided by Treasury Communications in accordance with the Treasury Strategic Communications Plan)

My section has notified all employees how to contact the Employee Service Program (ESP) if necessary.

My section 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 communications.

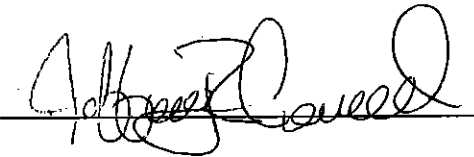
My section has protocols in place and an appropriate space set aside to isolate anyone who becomes ill with COVID-19 symptoms while working.

If applicable, my section has the necessary Personal Protective Equipment (PPE) on hand to distribute to employees when necessary.

I certify my section has protocols in place to comply with SOM policy allowing the safe return of employees to the workplace. By signing this certification, I attest my section 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.

TREASURY CERTIFICATION

SUPERVISOR/MANAGER/ADMINISTRATOR SIGNATURE:



DATE: NOV 17, 2020

TREASURY EMPLOYMENT MGMT COORDINATOR
CONROY, JEFFREY R.