



MEMORANDUM

Date: May 8, 2020
To: Fresno EDC Employees
From: Lee Ann Eager, President/CEO
Subject: Return to Work/Office

Welcome back to the office!

Your return date to the office is **Friday, May 15, 2020** (casual dress). Our schedule for the day will be **10:00 am – 4:00 pm**. We are implementing a “staggered” work schedule so that fewer people are entering and exiting the building at one time (See Attached). This schedule begins on **Monday, May 18, 2020**. You’ll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal.”

Employees are expected to reduce or prevent the spread of communicable disease in the workplace by engaging in the following actions to protect themselves, co-workers and individuals. Although signage is posted throughout the office, here are some things we expect you to implement to help keep our workplace safe and to support you:

- Complete the COVID-19 Screening Checklist. (See Attached)
- Go home if you feel sick.
- Wash your hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol content.
- Practice social distancing by staying at least 6 feet apart when moving through the workplace or utilizing the kitchen. There are now limits on the number of people allowed to gather in the kitchen, conference room and lunch area.
 - **Only 3 people** will be allowed in the lunch/break area at a time. Staff are allowed to eat at their desks, the conference room or off site.
 - **No more than 7 people** will be allowed in the conference room.
 - **Only 2 people** will be allowed in the kitchen at a time. Please utilize gloves anytime you are in the kitchen.
 - Staff should wipe down items touched in these areas (coffee maker, microwave, refrigerator, dishwasher, light switches, tables, chairs)
- You may, *but are not required to*, wear a face mask or cloth face covering while working at your desk. Please use a mask in common areas including the office and building hallways and when out in public settings as mandated by the City of Fresno.
 - If you have a cough, sore throat or runny nose you will be required to wear a mask. Please cover your cough/sneeze with a tissue or your elbow. Immediately dispose of the tissue!
- We will continue to follow the office cleaning schedule and clean and disinfect highly touched surfaces. (See Attached).
- Minimize all in person meetings. Call, email, message, or video conference as much as possible. If an in person needs to take place, gloves and masks must be worn.
- Be considerate of your co-workers who may be dealing with child care issues, illness and other issues (remember, we’re all in this together).
- Speak with your supervisor if you have questions or concerns.



Thank you for your patience and cooperation, and welcome back!

Instructions on Completing the COVID 19 Screening Checklist

****Please note that the checklist is double-sided****

*The front door will remain locked. **ALL VISITORS** to the office must follow these protocols.*

- 1) At the beginning of your work day and **before** entering the office, you will have your temperature taken at the front door by Marcella. Please remember to practice social distancing. If you have a temperature over 99 degrees you will be asked to go home.
- 2) Once Marcella has written down your temperature, take the form to your desk and complete the top of the form (Name, Date, Time and Temperature).
- 3) Answer questions 1, 2 & 3. If you answer yes to questions 1 and 3, please notify your supervisor immediately. If you exhibit any of the symptoms in question 2, you will be required to wear a mask.
- 4) Sign the Form.
- 5) Repeat the process prior to you leaving for the day. (See temperature check below). Merritt will take your temperature at the front door. Please remember to practice social distancing as you wait.
- 6) Complete the bottom of the form including signature and place in the basket at the front desk.
- 7) Submit the forms to Sherry when both sides have been completed.

Scattered Work Schedules – Effective May 18, 2020

- 7:30 - 4:30 Paul, Sherry, Jenna (*Temp check 4:25 pm*)
- 7:45 - 4:45 Marcella, Robin, Julian, Amanda (*Temp check 4:40 pm*)
- 8:00 - 5:00 Terrance, Chris, Mandi, Curtis (*Temp check 4:50 pm*)
- 8:15 - 5:15 Nick, Raymond, Will (*Temp check 5:10 pm*)
- 8:30 - 5:30 Charlene, Andrea, Lee Ann, Merritt (*Temp check 5:25pm*)

Lunch periods will be from 11:30-12:30 or 12:30-1:30. Please consult with your supervisor regarding lunch breaks.



Office Cleaning Schedule

It is expected that all staff will participate in keeping our office clean and sanitized. In addition to the highly touched areas in the office, you should be cleaning your work stations frequently.

PLEASE DO NOT SPRAY THE COPIER

Should we run out of cleaning supplies, gloves, or masks please let Marcella know!

Following is the cleaning schedule which should be performed daily.

5/15/2020	Amanda	6/11/2020	Amanda
5/18/2020	Andrea	6/12/2020	Andrea
5/19/2020	Charlene	6/15/2020	Charlene
5/20/2020	Chris	6/16/2020	Chris
5/21/2020	Curtis	6/17/2020	Curtis
5/22/2020	Jenna	6/18/2020	Jenna
5/25/2020	HOLIDAY	6/19/2020	Julian
5/26/2020	Julian	6/22/2020	Lee Ann
5/27/2020	Lee Ann	6/23/2020	Mandi
5/28/2020	Mandi	6/24/2020	Marcella
5/29/2020	Marcella	6/25/2020	Merritt
6/1/2020	Merritt	6/26/2020	Nick
6/2/2020	Nick	6/29/2020	Paul
6/3/2020	Paul	6/30/2020	Raymond
6/4/2020	Raymond	7/1/2020	Robin
6/5/2020	Robin	7/2/2020	Sherry
6/8/2020	Sherry	7/3/2020	HOLIDAY
6/9/2020	Terrance		
6/10/2020	Will		