



Return to Office Checklist for Staff

Welcome back. For those in the Roseville office, your management team is glad to see you. For our remote colleagues, the management team supports you as you begin to head out to member agencies, and wants everyone to be aware of some things. First, know that our main goal is the health and well-being of all staff as we journey through the post COVID-19 world of work, and as we begin re-entry into the office and remote locations. Secondly, some required procedures and protocols will look different, as you probably expect, and are summarized below. Please reach out to your manager or Human Resources if you need an accommodation.

Personal Control Measures Required of All Staff

- You are required to conduct a self-evaluation of possible symptoms of COVID-19 before coming into the JPIA office or entering any remote location. Symptom checklist will be sent to all staff. If any symptoms are present, stay home and inform your manager to determine next steps
- You are required wear a face covering upon entering the building lobby; (see acceptable styles per [Placer County Public Health flyer](#)) *
- Staff will not be allowed in the building before 7:30AM to accommodate temperature checking, and can only enter through the front door initially
- You are required to submit to a temperature check upon entering the JPIA office lobby each day; if your temperature is 100.4 or greater, you will be sent home. For that reason, *there is no access to the office before 7:30AM*, when front desk staff will be available to take no-touch temperatures of each person.
- Frequent hand washing with soap and water is required, including scrubbing with soap for at least 20 seconds; use sanitizers provided if a sink is not available*
- Maintain physical distancing of at least 6 feet*
- Do not shake hands with or physically touch others*
- Practice respiratory etiquette; cover coughs and sneezes*
- Do not congregate at another person's desk
- Don face covering any time away from personal cubicle or office, or when visiting member locations*
- Employees are encouraged to eat on their own; for those in the office, eating in the breakroom or outside is permitted with social distancing
- Employees are encouraged to bring meals in an insulated bag to be left at their desk or in their car, in order to minimize refrigerator use; disposable plates, bowls and cups will be available; though some packaged utensils are available, it is recommended that you bring your own utensils, then take them home to wash; leave no items on the kitchen drain, place in dishwasher immediately after use
- Microwaves, toasters and coffeemakers can be used if you wear gloves or wipe the surfaces completely before and after use

- If you feel any symptoms of COVID develop while at the JPIA office, an infrared thermometer can be used to check temperature; if symptoms persist or a temperature of 100.4 or greater is present, you may be asked to go home*
- When traveling, comply with [CDC Guidelines for Travel](#) and the ordinances specific to the county in which you will travel*

General Control Measures Required of All Staff

- Wipe down all commonly touched surfaces before and after use – copiers, microwaves, icemaker, refrigerator, faucets, door handles, etc., with provided disinfecting wipes or spray*
- Wipe down your personal workspace frequently with provided disinfecting wipes or spray *
- Follow written and oral instructions on using cleaning supplies (training and chemical information will be provided as required by CalOSHA)*
- Do not use any equipment at another person's desk*
- Do not congregate in any space (workrooms, meeting rooms, offices, kitchens, etc.) where social distancing cannot occur; come back at a later time if necessary*
- When traveling, abide by the most stringent guidelines presented, whether these, the district's or the local county's
- No visitors are allowed on the premises, except those necessary for maintenance or deliveries; temperature checks and masks will be required of anyone needing access beyond the lobby*

Other

- JPIA will provide at each individual's desk:
 - Cloth mask (with over ear straps) to be laundered by employee
 - Personal hand sanitizer
 - Plastic bag to transport soiled mask
 - Information on acceptable forms of face covering
- JPIA will provide in each department or area:
 - Hand sanitizer with dispenser
 - Disposable gloves
 - Spray disinfectant
 - Disinfectant wipes
 - Paper towels
 - Signage on required protocols and disinfectant procedures
 - Chemical information

Help keep your fellow employees safe by following these requirements and pitching in. Though the workplace will look a little different now, keep up your good work for the members and continue to exude the JPIA Core Values in all that you do.

Please contact Andy Sells or Patricia Slaven if you have any questions on this checklist.

* Per California Department of Health recommendations and/or CDC