

Return to Work Rollout – NDSC

We have developed a plan for how the NDSC will operate when we begin to welcome more customers and staff back into our building. We currently have about 50% of our staff working from home or from their remote office locations, while 50% are still going to the building, daily.

- 1) We have identified **Levels of Exposure** for staff and students so we can quickly identify and isolate any staff if they become ill or are exposed to someone who is ill.
- 2) We will complete a **hazard assessment** (and a ND Workplace Assessment Tool for COVID-19) on each of our facilities the week of May 4.
- 3) We are implementing action items within our buildings beginning Monday, May 11:
 - a. **Increased and updated signage.**
 - b. **Reduced class sizes**
 - i. We will limit class sizes to 50% of room capacity or to the capacity where 6 feet of distance between occupants is possible, anywhere we train. Class maximums will be set in our registration system, and chairs will be removed from classrooms and set to the 50% max capacity established.
 - c. **Continue Social Distancing practices** – all trainers and employees will practice this and be trained on specific details. Breakrooms (max based upon capacity for social distancing), restrooms (2), elevators (1), will have limits as noted.
 - d. **Temperature checks** at the door for all employees, students and 3rd party essential visitors.
 1. Social Distancing marks on the sidewalk and in the lobby.
 2. Masks encouraged
 3. Laser Thermometer used by staff member wearing a mask and disposable gloves (discarded after every environment change)
 4. Will not keep record of temperatures, but will show the guest. Anyone of 100.4 or above will be asked to leave the facility.
 - e. **Masks** are encouraged by the state for those whose duties require close contact (within 6' for 10 minutes or more) with employees or customers, but we will not be requiring them or providing masks for our customers (with the exception of the staff member doing temperature checks).
 - f. **Asking all people who are entering our facility to use hand sanitizer** as they come in. We will provide this.
 - g. **Preventing 3rd party non-essential people from entering at all.** This means spouses, children, friends.
 - h. **Directing traffic with signage** so there is one entrance point and multiple exit points, to help eliminate people meeting in doorways.
 - i. **Continue with Sanitation/Disinfection of our facility** – will clean all doorframes, doorknobs, light switches, keyboards, mouse, phones, countertops, desktops, tables and chairs, pens and keypads, restrooms - anything touched daily by employees and customers. Where needed, we will sanitize after every interaction/touch with students, depending on the traffic of certain areas.
 - j. **Limiting numbers in elevators and restrooms** – controlled with signage.

- k. **Doors propped open** where possible to reduce touchpoints in the building
- l. **All gathering spaces** (breakrooms, offices) **will be configured for spatial distancing** (remove chairs, stagger seating)
- m. **Continue to use video conference tools** in place of actual gatherings whenever possible.
- n. **Addressing Work Travel Restrictions:**
 - i. Right now, **the state is still strongly discouraging non-essential travel**. In fact, if you travel out of state, you are required to self-isolate for 14 days upon return and if you don't self-isolate, it is a misdemeanor. If you do choose to travel out of state, your supervisor will determine if you can work from home or if you will need to take PTO.
 - ii. As for our **trainers traveling for work**, we reviewed the Federal Guidelines for Essential Critical Infrastructure Workforce and found that we ARE considered an essential service provider. We fall under the "Other Community or Government Based Operations and Essential Functions – workers who support necessary permitting, credentialing, vetting, and licensing for essential critical infrastructure workers and their operations."
 - 1. This means our trainers can travel in state as well as across state lines.
 - 2. We have a guidance document for Essential Workers and will be reviewing that with the trainers and the program managers, so we are following all guidelines and considering everyone's concerns.
 - 3. Should travel with infection control kit – includes signage, thermometer, disinfecting wipes, disinfecting spray, gloves, towels
 - 4. Program manager verifies with the customer that their facility/training room is set up for spatial distancing and cleaning procedures are occurring. Also verifies the ability of the trainer to remove anyone who is exhibiting signs of illness.
 - 5. Program Manager to check with hotels on cleaning procedures
 - iii. This could change day by day (depending on the governor lifting travel restrictions)
- o. **Continue with telework** for employees and bring them back in a phased approach

When we do start asking staff to return, we will do so in phases by three categories:

- 1) Those with **no school-aged children** to care for and **no underlying health issues** will be asked to return to work first. We will watch the state press conferences daily to be sure there is not a resurgence of COVID-19 and we will watch requests for training and workload before pulling this group back in. We will stay in touch with these employees.
- 2) The next group we would consider bringing back would be **those with school-aged children** at home. We will not be asking this group to come back to work until the issue of care for those children can be handled. We will watch the press conferences and watch for the Governor's Executive Orders about opening schools or allowing after school care centers to be open before making requests for this group to return to the office.
- 3) The last group we will bring back includes **employees who had higher risk or underlying health issues**. We will not be asking this group to come back to the office until the state is at Level 3 –

which according to federal guidelines is back to business as it were, but under locally-set guidelines. Again, we won't know when this phase will hit until we hear from the Governor.