

Joint Committee on Government and Finance Return to the Office Policy

At the direction of the Legislative Manager, employees of the Joint Committee will return to work in their offices in two phases. The Joint Committee will allow employees to return to working in their offices in a safe and responsible manner, and will accommodate those employees who are affected by the COVID-19 pandemic in a variety of circumstances, including, but not limited to, persons directly affected by the closure of childcare facilities and/or schools and persons meeting the CDC (Centers for Disease Control and Prevention) factors for increased risk of COVID-19 complications.

Once initiated, this policy will be evaluated daily, and at the discretion of the Legislative Manager, may be amended or terminated at any time.

PHASE 1

Beginning May 11, 2020, employees may return to the office on a rotating schedule within their offices. Prior to returning, each Division Director will determine a rotating schedule for their office, which will provide that no more than one-third of the employees be in an office at the same time. Depending on the size of the office and nature of the workspace, those numbers may be reduced. Division Directors will have considerable discretion to create a plan based upon the needs of their offices, taking into account proximity of individual employees' workspaces to one another. For example, if four employees work in an office together, no more than two of the employees will be permitted to work in a rotation together. The other two employees will telework on the days when they are not scheduled to be in the office. Once created, the Division Directors must submit their plan to the Legislative Manager for approval.

Social Distancing and Hygiene

Employees shall, while in the office, observe all social distancing and hygiene guidelines established in the **Social Distancing, Infection Control, and Daily Health Screening Implementation Guidelines for Joint Committee Offices** (i.e. wearing a mask; keeping at least six feet apart; coughing or sneezing into a tissue or your inner elbow and washing hands immediately thereafter with warm water and soap; using hand sanitizer containing at least 60% alcohol frequently while in the office and when unable to wash hands; avoiding touching your face, etc.). Refer to that document for the comprehensive guidelines.

Meetings in the office should be conducted on Microsoft Teams when possible. If any in-person meeting is necessary, it must be conducted according to appropriate social distancing guidelines.

Any person who is sick must stay home and submit a leave request. Any person experiencing symptoms related to COVID-19 may not come into work, and must notify the Legislative Manager immediately, as well as obtain and follow advice from their medical provider. Any person who has recently had any known or suspected exposure to COVID-19 must notify the Legislative Manager.

Teleworking

Employees may submit a written request to their Division Director, via email, to continue teleworking under the Joint Committee's current telework policy in the following circumstances:

- The employee must provide care to a minor child whose childcare facility or school in which the employee's child is enrolled is closed due to the pandemic and the facility or school would otherwise be in session, or childcare is unavailable due to an executive order or widespread pandemic-related closures;
- The employee is at higher than average risk for COVID-19 complications, because of a health condition or because the employee otherwise meets the risk factors provided by the CDC;
- The employee would be entitled leave benefits under the Families First Coronavirus Response Act or expanded Family Medical Leave Act if the employee were not able or permitted to telework; or
- The employee is otherwise affected by the COVID-19 pandemic in a manner that makes continued telework necessary and appropriate, as determined by the Legislative Manager.

PHASE 2

When childcare facilities and/or schools reopen and the CDC has determined it is safe to resume normal activities, all employees will be required to return to work in their offices. Employees who are at higher risk for COVID-19 complications, according to CDC risk factors, may still be permitted to telework upon request to the Legislative Manager.