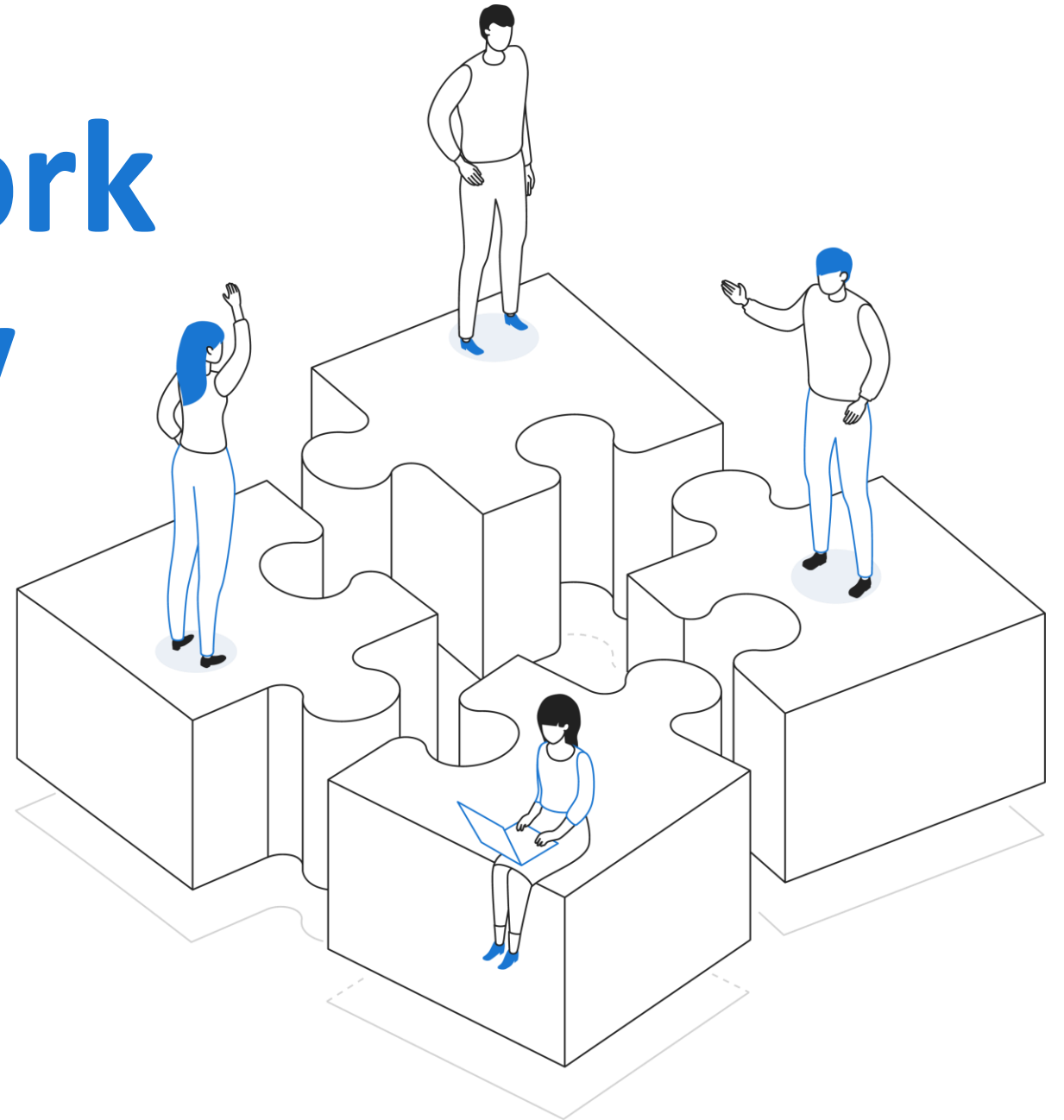


Return-to-Work Guide for City of Springfield Employees



Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

If you have any questions the Human Resources Department is here to help
Please contact either Caitlyn Julius at 413-787-6018 or Sabrina DeStasio at 413-787-6199

What we are doing:

- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Schedules have been modified to allow for staggered work days to reduce the number of people in the building at one time.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Hallways and stairways are marked as one-way to reduce face-to-face traffic.
- Business travel remains restricted to essential travel only.



What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Clean your work area frequently.
- Wash your hands frequently or use hand sanitizer.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering when interacting with the public and other employees.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Follow all City policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



Can I continue to work from home?

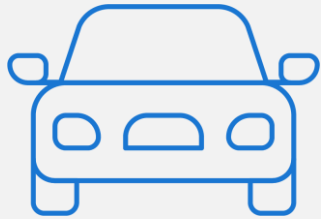
We expect all employees to report to work on their scheduled days. Schedules will be determined by individual departments. If you are unable to return to work, for a reason related to COVID-19, please contact the Human Resources department at 413-787-6018.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

Frequently Asked Questions, cont.



What if I can't get to work?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. With the temporary closure of surrounding businesses, parking may be affected as well, please plan accordingly.



How will staggered work days impact me?

Where ever possible we are scheduling employees to rotating in office and at home shifts to limit the exposure between employees and the number of employees in the office at a time. On the days an employee is scheduled to be at home, this is still considered a work day and you are to follow your supervisor's direction for work. Your supervisor will meet with you to discuss the designated department schedule.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering our buildings. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action.



What should I do if I feel sick?

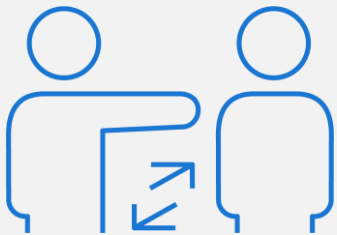
Employees who feel ill should notify their supervisor per the department policy and not report to work. If you are already at work and begin feeling sick, put on a mask or face covering, notify your supervisor and go home immediately. Employees can utilize accrued paid-time-off hours. Contact Human Resources for more information on available paid time off.

Frequently Asked Questions, cont.



Do I have to wear a mask or face covering at work?

When conducting business with the public and interacting with other employees, you are required to wear a mask or face covering. If you have a medical condition that restricts you from wearing one, please speak with human resources.



Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

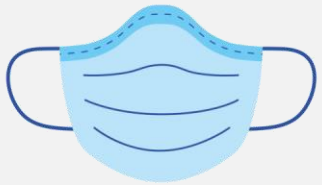
Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will contact the HHS Hotline at 413-750-3250 to determine if they need to quarantine. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed.



Will I be paid if ordered to quarantine? What type of leave is available?

The City has implemented policies and procedures to assist employees should they be subject to a quarantine or test positive for COVID-19. If you have any questions about a leave due to one of these circumstance or another circumstance due to COVID-19, please contact the Human Resources department.

Helpful Videos



How to Safely Cover Your Face Outside the Home

<https://www.youtube.com/watch?v=HtUJPizQVPI&feature=youtu.be>



Stop the Spread of Germs Like Seasonal Flu and COVID-19

<https://www.youtube.com/watch?v=atoYsk9IFXs&feature=youtu.be>



Help Prevent Covid-19 with Social Distancing

<https://www.youtube.com/watch?v=TkW72NwcOUg&feature=youtu.be>