Should an **Emergency Remote Work Plan** become necessary due to infection among employees, family members, or the community at large, or any other natural or civil disaster, the following guidelines will be followed:

The Business/Organization Name acknowledges the possibility that all or part of Business/Organization Name staff may need to work remotely. See **Teleworking Policy** below.

- If an infection occurs it must be reported. See **Appendix A**: **Guidelines for Reporting Infection**.
- Map out jobs and tasks that could be affected. See **Appendix B: Team Assessment**.
- Audit available IT hardware and software, and close any gaps in access and adoption.
- Survey staff members to assess remote working needs. Provide missing tools as needed.
- Set up a communications protocol in advance. See **Appendix B: Team Assessment**.
- Ensure that IT support has a redundancy plan and can support staff remotely.
- Assess departments, redundancy, staggered work shifts and backup work plans.
- Create individual plans for each department to include back up for sick co-workers, schedule calls for team meetings, upcoming work or obstacles to complete the work.
- Identify supply chain, vendors, partners and options.

Identify ways to measure performance that could inform broader change.

_____

Teleworking Policy

Teleworking is defined as an employee regularly working a full or partial workday from home or some other alternate work site.

The organization/business name has a telework policy that is three pronged:

- Teleworking during normal operations.
- Teleworking while sick or tending to a sick family member.

Teleworking when normal operations need to be modified by limiting staff time in the office or closing the office due to infection among employees, family members, or the community at large or other civil or natural disaster.

1.   Teleworking during normal operations:

The Business/Organization Name will make teleworking available to employees when it benefits organizational and departmental needs. As a general rule, each employee will be allowed to telework one day each pay cycle (every two weeks). This option may not be available in some job classifications due to business needs. The Executive Team will determine, by discretion, which positions are suitable for teleworking. Department heads must clear teleworking decisions with the Executive Team in advance.

Employees that meet eligibility requirements for telework must submit a Teleworking Agreement form to their immediate supervisor for departmental approval. Those granted a teleworking arrangement will be subject to the same performance standards and may be required to submit a work summary for the work accomplished

each day to their supervisor. Teleworking work areas may be evaluated to ensure that appropriate safety standards are met. Teleworking may be a reasonable accommodation; if you are requesting teleworking as a reasonable accommodation, consult with Human Resources as soon as possible.

2.   Teleworking while sick or tending to a sick family member:

Employees that are sick or out for personal medical reasons are not expected to work, rather they are expected to rest and recuperate. However, in the event a staff member is not ill but is home to care for a family member or has been self-quarantined because of possible exposure to communicable infection or disease, they may telework.

Staff members who feel healthy but are experiencing minor symptoms, such as coughing, sneezing, or mild fever, are required to stay home to prevent the spread of sickness to other staff. In this situation, a staff member may choose to telework from home and would coordinate with their supervisor on appropriate assignments. However, it is emphasized that if sick, staff are not required to work.

Staff are to follow **Appendix A: Report Infection Guidelines** if infected with COVID-19 or other CDC designated communicable illness.

3.   Teleworking with restricted office operations or when the office is shut down:

- Employees will be expected to work from home in the event that they or members of their household are exposed to the COVID-19 virus or any CDC designated infectious disease and are directed to self-quarantine as a precaution against exposure, or are otherwise unable to report to work due to school closures or other circumstances connected with the COVID-19 outbreak. An event of natural or civil disaster causing limited access to the office would also trigger the remote work plan as follows:

- All staff are equipped to work from home using a company issued laptop or personal computer connecting to the organizations email and secure drive system.

- Designated staff have been provided with VPN software to access the Business/Organization Name's internal server housing proprietary data such as accounting data and classified HR files.

- No Business/Organization Name files should be housed on independent computer (Business/Organization Name or personal) "C" drives (desktop, docs, pictures, etc.) as these are not backed up. If you have files on the "C" drive please move them to the shared drive, as you will not be able to access them remotely. Contact IT support if you need assistance.

- All staff should test their remote connections and contact IT support for assistance if any issues are encountered.

- All staff who have Business/Organization Name-issued laptops should take them home each day (along with power cords) until further notice, in case the need to work remotely arises unexpectedly due to the virus outbreak or office or building closures.

- Remote connectivity will depend on variables such as the strength and stability of each user's internet connection, which may vary depending on the internet service provider, as well as on the numbers of people in a given community who are working or attending school from home.

- If you find you need to work off-line due to internet connectivity issues and are compelled to save documents and work to your "C" drive, be sure to upload the documents when connectivity becomes available and also back up your data to a thumb drive or external hard drive in the event of a computer malfunction or crash.

- If you lose connectivity for an extended period of time, contact your supervisor who can coordinate completion of the work with other team members.

To enable us to comply with employment laws, all non-exempt employees who work remotely must continue to record their hours.

_____

Continuity of Meetings, Projects, and/or Programs

Our company/organization exists to serve the needs of our customers/members/constituents. Satisfying the needs of our customers becomes even more important in crisis situations as they will look to the Business/Organization Name for guidance and direction. Events are also a core part of our work, work product and revenue stream. Whenever possible, events should continue following guidelines set down by government agencies and local officials and as determined by management. The following is a sample of communications to members for committee and board meetings as well as outside events:

- o Meetings
    - In support of the Governor's recommendations to prevent and protect against the coronavirus (COVID-19), the Business/Organization Name will move forward with our regular, scheduled committee meetings in-person, but will also provide a call-in option for participants. An agenda will be sent in advance of the call. The call-in number is_____. Please stay safe and healthy. Additionally, the Business/Organization Name have developed information clearinghouses with coronavirus-related resources and best practices: insert web links. Please let the Business/Organization Name know if you have any questions.

- o Events, Programs
    - In support of the Governor's recommendations to avoid gatherings over 10 people in order to prevent and protect against the coronavirus (COVID-19), we will be rescheduling _____. We will update you with new information, date, and location as it becomes available. Please stay safe and healthy.

  Additionally, the Business/Organization Name have developed information clearinghouses with coronavirus-related resources and best practices: insert web links. Please let the Business/Organization Name know if you have any questions.

Appendix A: Guidelines for Reporting Infection

The standard procedures to be followed if a staff member becomes infected with COVID-19 or other CDC designated communicable disease are:

1. Infected staff member calls and notifies the Business/Organization Name.
2. Supervisor or other staff receiving the notification asks the following questions:
   a. Does the team member exhibit the symptoms?
   b. Have they called their doctor or primary care provider?
   c. Has the team member been tested and diagnosed with COVID-19?
   d. When were they last in the office?
   e. Did this person host a meeting or event in the past 14 days?
3. Sanitize the entire office using Clorox wipes or appropriate bleach solution.
4. Call information hotline or Health Department with questions.
5. Huddle with the team and determine impacted staff and next steps.
6. Alert appropriate authorities.
7. Send approved message to staff with next steps.
8. Create a plan to support quarantined staff based on their needs.

If a staff member comes to work sick:
1. Separate the staff member from the rest of the team.
2. Send them home with instructions (see Exposed Sick Plan)
3. Call information hotline or Health Department with questions.
4. Call their doctor or primary care provider before going to a doctor's office.
5. Staff member should alert family members.
6. Update HR after they meet with the doctor.
7. Self-quarantine until test results come back, then follow instructions of the doctor or health officials.
8. Follow standard procedure steps 3-8 listed above.

Appendix B: Team Assessment

Supervisors

Supervisors should assess their department and team needs prior to the need of Emergency Remote Work Plan activation. Each employee should test their company provided laptop or home personal computer to ensure it has the tools and access to perform work remotely as described below.

In the event that an Emergency Remote Work Plan is activated:

- Stay in touch with staff and notify HR if team members or family become ill or are unable to function.
- Participate in all staff conference calls, update missing team members on decisions and action plans.
- Schedule a team call to discuss work and determine regular communication plans.
- Assess tasks, meetings and events, both short term and long term.
- Prioritize tasks and assignments, determine who can perform the work and who can cover if the designated staff is unavailable.
- Use and distribute the following Team Assessment to ensure implementation of a functional work plan for your department.

Team Assessment

Department _____ Team Lead _____
Team Members _____, _____, _____

Supervisors

- Make sure all team members have remote access; notify IT of any access issues.
- Make sure all team members have access to appropriate drives, folders, and files.
- Do not save any employee sensitive or personal information on a shared drive or folder. Save those to your personal drive and transfer them to HR for secure storage.
- Make sure all team members have access to appropriate software and IT tools.
- Manage flexible work hours and staggered shifts to cover in-office work and events as necessary. Consider distance and access to transportation to events and the office in planning staff assignments.
- Review, update, and distribute SOPS to entire team - they may become necessary for backup coverage and cross training.
- Determine what tools will be used to communicate work assignments and follow-up.
- Determine what tools will be used to hold team meetings.
- Ensure that hourly team members continue to track hours worked and that they are approved by both the employee and supervisor each payroll cycle.

Team Members

- Test your Business/Organization Name provided laptop or home personal computer for:
  - Access to the internet and communication tools.
  - Access to software and tools needed to perform your job.
  - Alert your supervisor of any issues.

- Communicate with your supervisor regarding:
  - Regular work assignments,
  - Problems or complications in performing tasks in a timely manner.

- Cooperate with your team members to accomplish assigned work.
  - Be familiar with where files are located.
  - Be familiar with your department SOPS.
  - Be willing to cross train and support indisposed team members as necessary.

- Contact your supervisor if you or a family member becomes ill.