

Human Resources Guidelines

Guide Title: Coronavirus (COVID-19) - DHS Safe Return to Work Guidelines – July 2020

Applies To: All DHS Staff at OPB, 1515 Arch St. and the Philadelphia Juvenile Justice Services Center PJJSC

Replaces: NA

All Directors, Administrators, and Supervisors must review this policy with their staff within a week of its issuance.

OVERVIEW:

As the City continues with its efforts to transition to the Green Phase of re-opening of City Offices in a phased and safe manner, DHS continues to expand its services and return employees back to work onsite. To minimize potential COVID-19 exposure when reporting to work onsite, the department is providing the following Safe Return to Work Guidelines which are consistent with the Centers for Disease Control and Prevention, and the City's Health Department's recommendations based on common safety elements.

Departmental Guidance	
Recalling staff to return to work	<ul style="list-style-type: none"> Remote work continues for those with City laptops and/or phones. Each division with approval of their leadership will determine how the remaining employees who have been on COVID-Excused time to return to work in a phased manner. Each division with approval of their leadership will determine any adjustments to the schedule/rotation of staff who are already working onsite.
Employee Screening – Effective July 20, 2020	<ul style="list-style-type: none"> Prior to beginning work onsite, all employees are required to complete a self-directed assessment daily HERE. Responding Yes to any of the questions will result in a notification for you to stay at home/quarantine or contact your health care provider. If you receive any of those notifications, you must notify your supervisor in addition to contacting Douglas Abbott in HR at Douglas.Abbott@phila.gov for further instructions. Supervisors should check in with their employees to confirm that assessments have been completed daily. Employees at the PJJSC are required to be screened including temperature checks upon reporting onsite. Employees' responses are confidential and are not tracked or recorded.
Workspace Barriers	<ul style="list-style-type: none"> Employees working in cubicles with high walls do not require any modification to their workspace. An assessment was completed with the Department of Public Property and the high walls are deemed to provide enough barrier.

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	<ul style="list-style-type: none"> • For employees working in low cubicles where there is not enough space in between, Public Property recommended the appropriate barrier. Approved recommended barriers include a lightweight desktop separation screen or plexiglass which will be installed in the coming weeks. • Where possible, employees will be moved to vacant cubicles to allow for social distancing.
<p>Face Covering (Reusable or Disposable)</p>	<ul style="list-style-type: none"> • All City employees who report to work onsite are required to wear a face covering. This includes cloth mask, disposable masks, or personal face covering. Personal face coverings must be appropriate and must not contain any image or writing that may be offensive to others. • Masks must be worn in common areas such as kitchens, restrooms, conference rooms, lobbies, elevators, and hallways. • Masks need not be worn if seated alone in an office or in a cubicle whose sides extend above the employee's head. • One mask will be issued by the Department to each employee and can be obtained in the Transportation or Procurement Office for employees reporting to OPB and OPC. For employees working at other DHS locations, please obtain a mask through your supervisor. Replacement masks are available if needed.
<p>Social Distance Measures and Reducing Crowds</p>	<ul style="list-style-type: none"> • Managers are encouraged to stagger shifts and breaks, provide for flexible start and end times where appropriate, and alternate onsite and offsite work, if the employee has the proper equipment. • Employees are advised to refrain from face to face interaction while in the office, unless required to do so based on work assignment. Employees are reminded to maintain confidentiality when discussing work matters while maintaining a safe distance. While in the office, employees are encouraged to use phone and email. • Employees are advised to remain on their assigned floors and limit travel to other floors, unless required to do so based on work assignment. • Employees are advised to make appointments for any required services with the department, such as HR, Safety, Petty Cash, travel, etc. • Employees conducting field visits must comply with the Emergency Guidelines for Investigation and Casework Contact issued on April 20, 2020 by Commissioner Ali. Review HERE. • Employees are advised to refrain from visiting other employees' workstations unless for work related purposes and must maintain 6 ft. distance when doing so. • Virtual meetings are encouraged. If meetings must be held in person, limit attendees to a maximum of 10 and maintain 6 ft. distance between attendees. • All non-essential visitors are prohibited.

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	<ul style="list-style-type: none"> • Building Management advised that there must not be more than 4 people on the elevator at one time.
<p>Cleaning & Handwashing</p>	<ul style="list-style-type: none"> • The Department of Public Property (DPP) and/or Building Managers have developed cleaning protocols for common areas and high touch points of each building to be completed daily as well as departmental areas to be completed weekly. See schedule for the Quadplex HERE and for Co-location site and PJJSC HERE. • For cleaning to occur in departmental areas, employees are expected to clear all personal belongings from their workstations daily. • Employees are responsible for cleaning their own workstations and must wipe down their own workstations daily in between the weekly cleanings. • If using a microwave, refrigerator, or water cooler, it is important to wipe down handles and buttons prior to and after use. • Employees are encouraged to wash their hands at least once every hour, especially before or after lunch and breaks. Hand sanitizing stations are placed throughout the buildings. • Disinfecting wipes, disinfecting sprays, and travel hand sanitizers are available in the Transportation Office, Procurement Office, or through your supervisor.
<p>Use of City Owned-Vehicles or Carsharing Services</p>	<ul style="list-style-type: none"> • Prior to entry, each occupant(s) must sanitize hands or wear gloves. • Employees vehicles are expected to wipe down all touch points of the vehicle before and after each use. Transportation staff will also wipe down all touch points of City-owned vehicles during routine inspections. • Employees must wear a face mask if there is more than one person in the vehicle. • Limit the number of vehicle occupants to provide for at least 3 ft. distance from each other. • When practical, open windows when there are multiple occupants to ventilate space.
<p>Health & Wellness – (Exposures on or off the job)</p>	<ul style="list-style-type: none"> • Employees who feel sick are advised to stay home and notify their supervisor and contact their health care provider as appropriate. • Employees who become sick with COVID-19 symptoms while working onsite, must notify their supervisor and will be isolated and required to leave the worksite immediately and follow up with their health care provider. • Any employees who believe they have encountered a positive COVID-19 case must report this information to their direct supervisor and Safety Officer Michelle Vendrell via phone or email, Michelle.Vendrell@phila.gov. • In event of a positive COVID-19 case or exposure, Michelle Vendrell will take the necessary steps to notify any employees who may have

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	<p>been exposed about self-quarantining and/or self-monitoring as well as taking the appropriate steps to sanitize the worksite.</p> <ul style="list-style-type: none"> • Employees who have been exposed to COVID-19 are eligible for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act up to ten (10) days and may be eligible for Family Medical Leave Act (FMLA) or a leave of absence if longer leave is needed. • Employees are encouraged to update their emergency contact via OnePhilly Self-Service.
<p>Personal Protective Equipment</p>	<p>The following personal protective equipment are available to employees working onsite and can be requested through the Procurement Office, Transportation Office, or your supervisor:</p> <ul style="list-style-type: none"> • Reusable face mask. • Disposable surgical masks (for staff working with clients who have confirmed COVID-19 diagnosis). • Gloves. • Hand Sanitizers. • Disinfecting wipes. • Disinfecting sprays.
<p>Communications and Resources</p>	<ul style="list-style-type: none"> • The Department is committed to ensuring your safety. To assist with this effort, posters have been placed in common areas to remind you of the City's safety requirements. Every employee has a responsibility to comply with these safety requirements to keep yourself and others safe. If you have any questions or need clarification, please contact the following team members: • Vongvilay Mounelasy, Deputy Commissioner, Pandemic Coordinator – General Questions about this guidance. Vongvilay.Mounelasy@phila.gov • Michelle Vendrell, Safety Officer, Pandemic Liaison – report all COVID-19 exposures (on or off the job). Michelle.Vendrell@phila.gov • Douglas Abbott, HR Professional – request and submit documentation for EPSL, FMLA, or Leave of Absence. Douglas.K.Abbott@phila.gov • Jill St. Clair, Administrative Services Director – Workspace, Facilities Management, and Personal Protective Equipment. Jill.Stclair@phila.gov • Michelle Senske, Administrative Officer – Personnel Protective Equipment. Michelle.Senske@phila.gov • Michael Scott, Executive Director, Pandemic Liaison – all questions related to PJJSC. Michael.Scott@phila.gov • Philadelphia Department of Public Health (PDPH) – for all COVID-19 related information and updates, visit phila.gov/COVID-19 For more information to support remote work, visit remotework.phila.gov

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RELATED DOCUMENTS AND RESOURCES:

Attachments:

Forms:

Related Policies or Procedures:

Covid-19 Employee Screening Tool

Covid-19 Emergency Guidance for Investigations and Casework Contacts

Quadplex Cleaning Routine Protocol

Cleaning Protocol for Co-location and PJJSC

Other Resources:

POLICY AND PROCEDURE REVIEW AND APPROVAL

APPROVED BY: _____

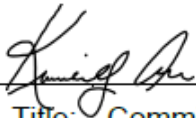
REVIEWED BY: _____

APPROVAL SIGNATURE

(Authorizing Leadership Name and title)

Signature: _____

Name: Kimberly Ali



Title: Commissioner

Date: 7/16/2020

APPROVAL SIGNATURE

(Authorizing Leadership Name and title)

Signature: _____

Name: Vongvilay Mounelasy



Title: Deputy Commissioner

Date: 7/16/2020