

AgriLife Extension Department Reopening Guidelines

From: Alexis N. Cordova <ancordova@ag.tamu.edu>

Sent: Thu, Jun 4, 2020 at 5:01 pm

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image001.jpg (25.3 KB) image002.png (83.4 KB) Agency Reopening Guidance 5.18.20_5.20.20.pdf (4.3 MB)

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Request for Department Reopening Policies

Our department is fully staffed starting June 1 (8 employees total), door locked and appointments are made by public. We are following the phased approach to Return to Work and are in Wave 2 of our state agency reopening guidelines but wanted to share with you the full document and the description of the first 2 Waves below. Thanks, Alexis

The guidance that follows is intended to assist with the reopening of the agency during COVID- Due to the diversity of our workforce and environment and our ongoing engagement with the public, we are conscious of the need to be community-minded as well as focused on the health and welfare of our employees, volunteers and the public. This guidance intends to align with the Texas Helping Texas: The Governor’s Report to Open Texas (April 27, 2020) as well as Texas A&M University System guidance. It is subject to change if either of those change or if we deem change is advisable to protect the health of our employees, volunteers and stakeholders.

All Extension office operations and employees must be compliant with all state, county and local public health proclamations and ordinances.

Safety is our guiding principle for operations through Wave 3. Employees will not return to the office if:

1. A family member living with the employee or the employee has been confirmed positive for COVID-19 until released by a physician.
2. The employee has unmet childcare obligations.
3. The employee feels unsafe returning to the office. The supervisor and employee will agree upon arrangements within HR guidelines associated with their AgriLife affiliation.

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| Wave 1 | (Beginning May 18): In this wave, a small number of additional employees identified by Department Heads, Extension Center leadership and Center/Institute/Core Facility Directors can return to on-site work, either because they can most effectively do their jobs on site or because their presence is required on-site for management purposes. The goal is to return about 25 percent of the workforce in a given proximity (i.e. floor, building, lab, etc.) to on-site status on or soon after May 18, inclusive of those already working on-site. |
| Return to Work | <ul style="list-style-type: none"> • Employees over 65 or part of a vulnerable population will continue following safer-at-home guidelines. • Social distancing (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) should be maintained if another employee stops by the office. Wearing masks is encouraged when in public spaces. |

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| | <ul style="list-style-type: none"> Employees are responsible for monitoring their health (symptoms, temperature checks) and should not go to the office if symptomatic or unwell. |
| Travel | <ul style="list-style-type: none"> Continue to follow current protocol for travel authorization through your direct supervisor. Out of state travel deemed mission critical and approved by CEO/designee (complete in Concur) No international travel. |


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| | <ul style="list-style-type: none"> One individual per seat and every other row in a vehicle. Stagger seating for maximum distancing. Ask occupants to wear face coverings or masks while in vehicle. Clean and disinfect the vehicle between use. Every person who enters the State of Texas as the final destination through an airport, from a point of origin or point of last departure in the following—State of California; State of Connecticut; State of New York; State of New Jersey; State of Washington; City of Atlanta, Georgia; City of Chicago, Illinois; City of Detroit, Michigan; or City of Miami, Florida—shall be subject to mandatory self-quarantine for a period of 14 days from the time of entry into Texas or the duration of the person's presence in Texas, whichever is shorter. The governor may by proclamation add to or subtract from the list of states and cities covered by this executive order. This applies to personal or professional travel. |
| Office Opening | <ul style="list-style-type: none"> Offices are open for appointments only. Limit the number of people in the office to 10 or fewer including employees and clients, considering space available to maintain social distance. Provide signage on doors and at counter for clients with guidance on social distancing or other policies to facilitate this. For example, visitors may be allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed. Place notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen. Place markers on the floor in 6' intervals to encourage social distancing of clients waiting for counter service County offices follow continuity of operations plan from the county but may also incorporate the health and safety guidance in this document. |
| Office Practices | <ul style="list-style-type: none"> Employees are recommended to wear face coverings and practice social distancing whenever interacting with the public and if circumstances put you within 6 feet of other Extension staff members. Prohibit handshaking and other unnecessary contact in the workplace. Carefully sanitize any common area used. Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc. Limit sharing of office supplies and equipment. If sharing is essential, all items should be disinfected before and after use. Limit the number of people in a space such that social distancing can be maintained. When exchanging paper and coin money: <ul style="list-style-type: none"> Do not touch your face afterward. Ask clients to place cash on the counter rather than directly in your hand. Place money directly on the counter when providing change or receipts back to the client. |

- Wipe counter with disinfectant or sanitizing wipes between each client's transaction.
- Wash hands thoroughly with soap and warm water for 20 seconds.

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| Meetings/Events | <ul style="list-style-type: none"> • No gatherings until Wave 2 is in place. |
| Volunteers | <ul style="list-style-type: none"> • Adhere to guidelines that apply to employees, office and events. • Local offices should consider setting a schedule with rotations if a large number of volunteers are frequently present. |


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| Wave 2 | (June 1): Depending on the results of the preceding two weeks, we should seek to return a second wave of employees to on-site work to a level not exceeding half of full FTEs in a given proximity (i.e., floor, building, lab, etc.) on June 1. |
| Return to Work | <ul style="list-style-type: none"> • Employees over 65 or part of a vulnerable population will continue following safer-at-home guidelines. • As individuals return to on-site work, face coverings are recommended when using common areas or attending in-person meetings. All employees should continue to follow social distancing and meeting size requirements provided by state health authorities. When feasible, we should minimize in-person meetings as much as possible. Should your local public health authority have implemented stricter guidance, please adhere to this guidance. • Additional employees may return to work with the office capacity not exceeding 50% but should practice social distancing. Wearing masks is encouraged when in public spaces. • Employees are responsible for monitoring their health (symptoms, temperature checks) and should not go to the office if symptomatic or unwell. |
| Travel | <ul style="list-style-type: none"> • Continue current travel policy limitations for in state, with approval granted by supervisor. Travel authorization may be approved through "normal" procedures prior to COVID 19. Out of state travel deemed mission critical and approved by CEO/designee (complete in Concur). No international travel. • One individual per seat and every other row in a vehicle. Stagger seating for maximum distancing. Ask occupants to wear face coverings or masks while in vehicle. Clean and disinfect the vehicle between use. • Every person who enters the State of Texas as the final destination through an airport, from a point of origin or point of last departure in the following—State of California; State of Connecticut; State of New York; State of New Jersey; State of Washington; City of Atlanta, Georgia; City of Chicago, Illinois; City of Detroit, Michigan; or City of Miami, Florida—shall be subject to mandatory self-quarantine for a period of 14 days from the time of entry into Texas or the duration of the person's presence in Texas, whichever is shorter. The governor may, by proclamation add to or subtract from the list of states and cities covered by this executive order. This applies to personal or professional travel. |
| Office Opening | <ul style="list-style-type: none"> • Offices are open for appointments only. • Limit the number of people in the office to 10 or fewer including employees and clients, considering space available to maintain social distance. |

- Provide signage on doors and at counter for clients with guidance on social distancing or other policies to facilitate this. For example, visitors may be allowed in the office by appointment or on a first come, first served basis, one person at a time with social distancing maintained in the waiting area, including outdoors if needed.


 • Place notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen. • Place markers on the floor in 6' intervals to encourage social distancing of clients waiting for counter service • County offices follow continuity of operations plan from the county but may also incorporate the health and safety guidance in this document. Office Practices • Continue practices listed in Wave 1. Meetings/Events • Group meetings of 10 or fewer people only if social distancing can be practiced. (Employees in large offices don't count against this max if not part of the meeting in an office and socially distanced.) • All other programs must submit a preparedness plan and be approved by the supervisor. Guidance may be found in the Appendix: A – youth summer camps, B-animal validation, C-rodeo and equestrian events if applicable. • Pre-order supplies and materials, including tissues and hand sanitizer for all participants. Have face coverings available. • Hosts and participants should wear face coverings, with participants expected to provide their PPE. • Tables and chairs should be sanitized before and after meeting and at breaks. • Frequently clean high-touch areas, including door handles, restroom surfaces, handrails, etc. • Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend. • Send anyone who appears sick away, whether employee or client. Meals For meals provided the following should apply: • No self-serve buffet meals. It is recommended that all meals be individually packaged. • Serve meals with disposable utensils, napkins, cups, and plates. • Clean and disinfect tables, chairs, etc. after use. Volunteers • Adhere to guidelines that apply to employees, office and events • Local offices should consider setting a schedule with rotations if a large number of volunteers are frequently present.

Alexis Cordova

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 Family & Community Health
 Liberty County


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