



## COVID-19 – Remote Work Protocols

**These protocols are intended to codify existing guidelines currently being used for remote work operations**

### ***Remote Operations***

To slow the spread of the novel coronavirus, the PUC is currently operating remotely, with all employees working from home to the greatest extent possible. Consistent with the guidance from the Department of Administrative Services, the PUC will continue remote operations at least through October 31, 2020.

### ***Essential Employees***

Only employees designated as essential employees may work on a regular basis at the PUC's offices. These employees will be designated as essential by Executive Management based on a showing of the need to be in the office to perform essential work duties that cannot be performed at home.

### ***Healthy Workers***

Do not go into the office if you are not feeling well or exhibiting any flu-like symptoms. All employees are encouraged to monitor their health, including checking for a fever and acting on even mild symptoms, and to take appropriate sick leave rather than endangering others. Please err on the side of caution.

### ***Visits to Worksite***

Contact your supervisor for approval before making any unscheduled trips to the worksite. Visits are restricted and limited to work-related needs. As part of the approval to visit the office, your manager will inquire as to whether you are feeling healthy and if you have been practicing proper social distancing and wearing face coverings when in public.

### ***On-Site Tracking***

To allow for any needed contact tracing, managers must keep track of the dates and times of all employees assigned to work in the office or approved to visit the office.

### ***In-Office Protocols***

Employees approved to be in the office must abide by the following guidelines:

- *Working next to another employee is restricted.* Employees need to practice social distancing to prevent contact with another employee. This may necessitate being reassigned a workspace in order to ensure proper distancing. The Center for Disease

Control defines social distancing to mean “remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from other people when possible.

- *In person contact with others is limited.* If in person contact is necessary, please take steps to observe a six to ten-foot distance as much as possible. Use email, phones, Microsoft Teams and other virtual platforms to connect with other employees even if both employees are the office if practicable. Use well ventilated areas—or if possible meet outside—for in-person interactions.
- *Shared workspaces are limited to one employee at a time.* Please work with your coworkers and managers to coordinate a schedule, and clean all touch surfaces when finished. Shared workspaces are generally considered to be common areas including copy, print and mail stations/or areas, equipment staging, or display areas, as well as unassigned agency vehicles and the work areas in the Portland office. NOTE: Only use alcohol wipes (provided by the copiers) to clean the printer touch screen.
- *Increased personal hygiene products and reminders.* Worksites have tissues, hand soap, hand sanitizer, disinfectants and disposable towels to clean workspaces.
- *Building Common Areas.* (TBD by Tennant Advisory Group. Issues to address include restricting elevators and bathrooms to one person, encouraging use of stairs.)

### ***Face coverings and Social Distancing***

All employees in the building should be considerate of the comfort levels of other employees with regard to face coverings and social distancing.

Face coverings are required at all times for employees in state agency office spaces, including hallways, bathrooms, elevators, lobbies, break rooms, and other common spaces, unless employees are at individual work spaces or in meeting rooms where six (6) feet of distance from other people can be consistently maintained. Link to statewide face covering guidance. <https://sharedsystems.dhsosha.state.or.us/DHSForms/Served/le2288K.pdf>

Employees are empowered to let coworkers know if they feel uncomfortable at any time or believe someone is not honoring appropriate social distancing or other safeguards. Please feel free to tell a coworker to take a step or two away from you. We encourage everyone to model appropriate social distancing.

If you have concerns about a coworker’s lack of social distancing, please contact your manager.

### ***In-Person Meetings with the Public***

The PUC’s offices and conference rooms are closed to the public for meetings. Please continue to conduct meetings via phone or videoconferencing whenever possible.

If you have a business need for an in-person meeting with external stakeholders that cannot be accomplished through other means, contact your supervisor. If an in-person event is approved, all attendees will be required to wear facial coverings and to maintain social distancing. The PUC meeting leader will be required develop a plan for Executive Management review and approval outlining how the meeting will be conducted to ensure safe practices. The PUC meeting leader will also be required to set up the room and to clean all surfaces after the meeting.

***Medical Accommodation***

Please contact PUC Human Resources for requests for medical-related accommodation.

**Helpful Links:**

[Oregon Health Authority COVID-19 Updates](#)

**If you have any questions or concerns, please contact your manager.**