

SLOCOE Employees,

Thank you for your patience, professionalism, and service during these unpredictable times. Your safety is one of our top priorities as we navigate the restrictions of COVID-19.

Many SLOCOE staff members and departments have performed Continuation of Government functions on site since March 2020. As the COVID-19 restrictions have loosened these past few weeks, we will transition from remote-work to in-office work on July 6, 2020. Beginning July 6, 2020, we will start Phase I to increase office-based work to 20 hours per week on-site such that our office can further operationalize COVID-19 safety protocols before opening to the public and regular operational hours in August.

Managers/Supervisors will contact employees regarding in-office/remote-work schedules for the month of July. Cabinet members will conference with departments to answer questions and plan increased on-site work. We will follow established leave and absence procedures, remote work protocols, and contract language. Please communicate with your supervisor or Human Resources regarding any questions related to leave or reasonable accommodations.

Safety protocols such as increased hygiene, office signage, COVID-19 room capacities, COVID-19 sanitation procedures, clearances from the San Luis Obispo County Public Health Officer, self-checks, physical distancing, and face coverings are expected in any SLOCOE facility. Please contact your supervisor or Human Resources if you have a medical condition that prevents you from wearing a face covering.

All employees will receive COVID-19 Return to Work information, including a Return to Worksite Affirmation, a COVID-19 symptom self-check, a link for the mandatory SLOCOE COVID-19 Health & Safety Training video, proper mask/face covering protocol, and other steps. These practices are to ensure that all SLOCOE facilities are implementing COVID-19 safety protocols.

SLOCOE has the protocols and safety measures in place for a safe and structured office environment. Because COVID-19 remains a fluid situation, we continue to work with the appropriate agencies to ensure our processes and protocols continue to meet the standards necessary to ensure everyone's safety. Thank you again for working with these restrictions and limitations.

Jim

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