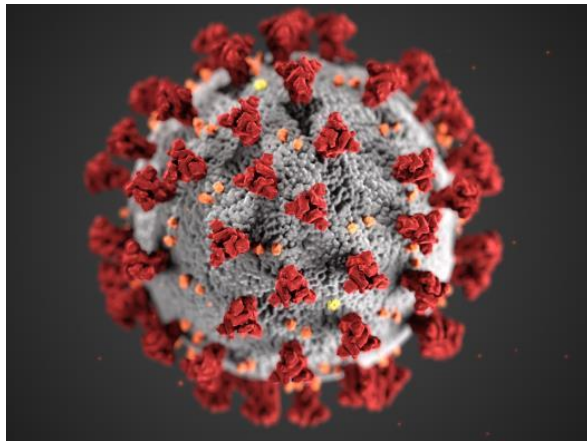


In-Person Work Activities

LAS COVID-19 Prevention Training



Welcome to Phase 5!

As we have the summer crew here for in-person activities at LAS and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to protocols and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

The following few slides provide important health and safety information regarding what the agency is doing and what you are expected to do to keep our workplace safe for yourself and others.

What we are doing:

- Common areas and frequently touched surfaces are disinfected and sanitized daily.
- LAS has provided masks for use when performing in-person work.
- Hand sanitizer stations are being installed throughout the building.
- Posters will be displayed with reminders on how to prevent the spread of germs.
- In-person work schedules have been designed to reduce the number of people entering the facility in any given area at one time.
- COVID-19 awareness and preparedness training is required.
- Facility access is prohibited for individuals who are exhibiting COVID-19 symptoms or have increased risk of exposure.
- Water fountains have been turned off.
- Business travel remains restricted to essential travel only.
- Online training will be assigned and must be completed. (Set Seg Safe Schools)

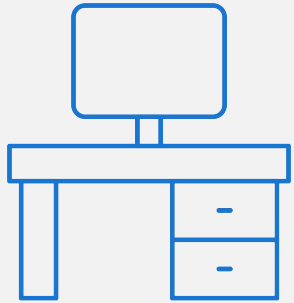


What you should be doing:

- Stay home or go home if you are sick.
- If you develop COVID-19 symptoms during an on-site shift, immediately report this to your supervisor or Administration.
- If experiencing COVID-19 symptoms, seek medical attention and/or follow medical advice (including self-isolation and quarantine orders).
- Comply with LAS's health self-screening process - paper form or online:
https://docs.google.com/forms/d/1l5Z7oxsvq7ou-6_81MvqoTDZIO4nRsq67S_SQQ1lw9A/edit
- Complete required COVID-19 training.
- Maintain social distancing in the workplace.
- Wear a face covering when having in-person conversations where 6' social distancing is not possible.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Wipe down your work station at least twice daily.
- Wash your hands frequently or use hand sanitizer, and avoid touching your face.
- Avoid handshakes or other physical contact.
- Practice respiratory etiquette, including covering coughs and sneezes.
- Report unsafe or unsanitary conditions to your supervisor or Administration



Frequently Asked Questions



Should I work from home?

You are expected to follow your supervisors direction for when to report onsite, with rotations set by your administrator for onsite vs at home work. If you are unable or unavailable to work as scheduled, you must use your paid time off (sick, personal, vacation) for that time.



Is it safe to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering the worksite. Any health-related information and/or documentation gathered from employees is maintained confidentially and in compliance with state and federal law.



What should I do if I feel sick?

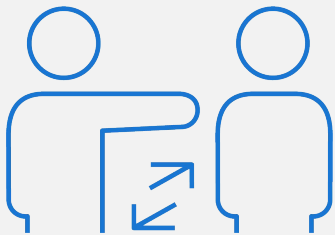
Employees who feel sick should notify their supervisor or Administration and not report for on-site work. If you are already at work and begin feeling sick, you should notify your supervisor Administration and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available.

Frequently Asked Questions, cont.



Do I have to wear a mask at work?

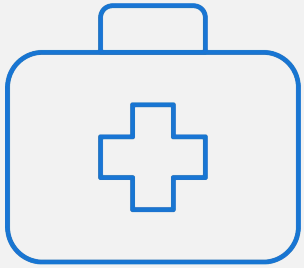
You must wear a mask when 6' social distancing is not possible. LAS has provided face coverings for in-person work. You are permitted to wear your own face covering if you prefer.



Will we have in-person meetings?

Now that we are in phase 5, in person meetings are permissible with social distancing. You may also use virtual options.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an individual contract COVID-19 and expose others in our workplace, we will immediately inform all potentially impacted employees of the possible exposure. A thorough cleaning of the workspace used by the infected individual will be conducted.

Wrap up



Please be kind

Please be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Thank you

Thank you in advance for your cooperation with these protocols and procedures designed to maintain the health and safety of our workplace.