

**Rostraver Township**  
**Administration Staff COVID-19 Policy**  
**Fall 2020 Phase**

The following will be implemented Monday, October 19<sup>th</sup>

1. Staff will be split in two groups consisting of three staff members. Group 1 will be Jeff, Pam, and Sharon. Group 2 will be Frank, Tamira, and Mary Sue. Each group will rotate days. Group 1 will be Monday, Wednesday, Friday one week. Group 2 will be Tuesday, Thursday that week and it will alternate. This will help to space out employees in the front office as well as the hallways, copier room and file rooms. We must consider that Elaine and Bonnie are in the same areas each day except Fridays. This will be a minimum of 5 employees in the office areas which are limited due to all the file cabinets, furnishings and narrow hallways.
2. Jeff will continue to be in each day. Frank will be allowed to be in each day when he needs, plus out in the field every day.
3. Plexi-Glass has been installed at the front window areas to protect staff. No public will be allowed in the office areas. All business will be handled thru the front window slot.
4. All Employees should check their temperature if they feel there is a need for concern before coming to work. A thermal scan thermometer will be available for staff on site if they are not feeling well.
5. If a meeting is necessary with a resident, developer, engineer, etc., and staff, they are required to be scheduled. The meetings will be limited to 3 staff/Commissioners and 3 public members. Any additional participants will need to be teleconferenced into the meeting. This will eliminate any public coming into the office area randomly. This is necessary because, for the time being, we must continue to operate the Police substation in the main meeting room. This area contains confidential information, police supplies, etc. Anyone attending a meeting with staff must have their temperature checked.
6. All staff will be furnished masks, sanitizer and permitted to wash their hands as often as they like. Staff must use sanitizer before and after handling any items from the public. The office areas will be sanitized and disinfected with our fogging machine on a routine basis plus our cleaning company will remain cleaning the office three times a week in the evenings.
7. Masks must be worn when talking with co-workers and the public, and while moving throughout the office areas. Masks do not have to be worn when setting and working at their desks.
8. Staff will continue to work at home on the days they are scheduled to not be in the office areas. When necessary, staff will be permitted to come in the office on there at home days with prior notice. An example of this would be to have a meeting, do payroll, etc.
9. Public meetings will continue to be through teleconference at this time. We will continue to operate the Police substation which restricts use of the Board Room.
10. If an employee becomes sick or has direct exposure to someone that has COVID-19 they will be asked to quarantine for 14 days. A test may be required to return to work.
11. Friday's office hours will be 8am to 3:00pm.
12. All meetings must be by appointment only. There will not be any walk in meetings with the staff.
13. The doors to the Municipal building will be open to our window area.