



Office Reintegration Plan – *A phased approach*

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Framework and Guidance

1. Do no harm. We will do all we can to maintain operational effectiveness and efficiency within the limits of safety and infection minimization.
2. Throughout this process, we will be inclusive, empathetic, data-driven and collaborative - operating with the highest integrity.
3. We are a team, and we will work through this together, no matter how long it takes.
4. Employees' potential exposure to COVID-19, due to work-related activities should be minimized as much as possible.
5. ARC-sponsored meetings, public outreach/engagement and/or events should be done virtually, as much as possible and where applicable, to minimize exposure

Framework and Guidance

- Attending in-person community meetings on behalf of ARC should be kept to a minimum or not attended at all. Determinations will be made on a case by case basis.
- Employee telecommuting and flexible work arrangements will be promoted and supported throughout this process.
- Employees should be mindful of exposing themselves to COVID infection in their personal and social affairs, by acting within the realm of recommended public health practices.
- Our practices and policies may change from time to time in accordance with emerging data and public health recommendations.

Plan Structure

- Office Infrastructure and Safety Protocols
- Operations Floor Planning and Telecommute Policy Overhaul
- Visitors, Guests, and Community Protocols
- Board and Committee Meetings Procedures and Protocols
- Infection Incident Management

Phase I

- 100% Telework
- Virtual Meetings internal and external
- Virtual community and local government meetings
- Limited home office accommodations

Phase II

- Hybrid of telework and staggered office reintegration
- 30% office occupancy on each floor on Mondays, Wednesdays and Fridays
- Social distanced office configuration
- No guests or visitors beyond the first floor
- Sneeze guards at reception desk; guests attest to COVID-19-related health questions

Phase III-IV

- Increased office occupancy - still hybrid approach of telework and in-office
- Limited in-person community meetings and in-office meetings
- Virtual meeting options still available

Phase IV

- Normal office operations