

Greater Cleveland Regional Transit Authority Phased Return-to-Office Overview (Revised)

We are developing a return to office plan for employees who have been working from home as part of our ongoing efforts to keep everyone safe and healthy, and in accordance with Governor Mike DeWine's plans for gradually reopening Ohio businesses, public places, and institutions. We are preparing to gradually and safely welcome our team members back to the office environment during the remainder of 2020. Please review this information.

Our phased return to office process include the following preventative and precautionary measures during each phase:

- Rotating work from home shifts and work schedule flexibility
- Practicing Physical Distancing in the Workplace (Including space/cubicle setup for physical distancing)
- Hand Washing/Hand Sanitizers
- Continuing Conference Calls, WebEx, and other technology to limit the number of employees in face to face meetings
- Face Masks/Face Coverings Required
- Temperature Taking and Self-Assessments
- No touch refuse containers
- Regular cycles of disinfecting work areas
- Business travel restrictions

The following dates and phases are based on the current environment – what we know today. They are subject to change based on federal, state, and local recommendations, as well as CDC guidelines and updates.

Phase I: GCRTA will gradually return employees who have been working from home beginning June 15, 2020. Current work from home schedules will remain in place leading up to June 15, 2020.

- **Phase I begins June 15, 2020 and goes through September 5, 2020.** It includes:
 - Rotating work from home employees back to office as determined by updated department/division business needs and work from home schedules. We want good balance with the number of employees present on a floor/area so we can maintain proper physical distancing. All preventative and precautionary measures outlined in this phased return to office overview must be followed.
 - Phase 1 - Work From Home: For example, if an employee is on 4 days a week work from home, 1 days in the office schedule, then the schedule will be revised to 3 days a week work from home, 2 days in the office.
 - Temperature taking may transition to self-assessment of temperature taking by employees.

- If an employee becomes symptomatic (Cough, Shortness of Breath, or two of the following; fever {100.4 deg.F or higher}, chills, sore throat, headache, muscle pain, repeated shaking with chills) and have **not** been tested, they should stay home until at least three full days (72 hours) have passed since recovery (no fever without use of fever-reducing medications and improvement in symptoms) AND at least 10 days have passed since the onset of symptoms.
- Employees who have been tested should stay home until there is no fever without use of fever-reducing medications AND improvement in symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
- **Those employees who have medical accommodations and/or Families First Coronavirus Response Act - Child Care related accommodations would be scheduled to work from home under their schedule implemented prior to June 15, 2020.**

Phase II

- **Phase II begins September 6, 2020 and goes through October 31, 2020.** It includes:
 - Rotating work from home employees back to office as determined by updated department/division business needs and work from home schedules. We want good balance with the number of employees present on a floor/area so we can maintain proper physical distancing. All preventative and precautionary measures outlined in this phased return to office overview must be followed.
 - Phase 2 - Work From Home: For example, if an employee is on 3 days a week work from home, 2 days in the office schedule, then the schedule will be revised to 2 days a week work from home, 3 days in the office)
 - Temperature taking through self-assessment and temperature scanning of employees.
 - If an employee becomes symptomatic (Cough, Shortness of Breath, or two of the following; fever {100.4 deg.F or higher}, chills, sore throat, headache, muscle pain, repeated shaking with chills) and have **not** been tested, they should stay home until at least three full days (72 hours) have passed since recovery (no fever without use of fever-reducing medications and improvement in symptoms) AND at least 10 days have passed since the onset of symptoms.
 - Employees who have been tested should stay home until there is no fever without use of fever-reducing medications AND improvement in symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.

- **Those employees who have medical accommodations and/or Families First Coronavirus Response Act - Child Care related accommodations would be scheduled to work from home under their schedule implemented prior to June 15, 2020.**

Phase III

- **Phase III begins November 1, 2020 and goes through January 2, 2021.** It includes:
 - Rotating work from home employees back to office as determined by updated department/division business needs and work from home schedules. We want good balance with the number of employees present on a floor/area so we can maintain proper physical distancing. All preventative and precautionary measures outlined in this phased return to office overview must be followed.
 - Phase 3 - Work From Home: For example, if an employee is on 2 days a week work from home, 3 days in the office schedule, then the schedule will be revised to 1 day a week work from home, 4 days in the office.
 - Employees who are ready to return to the office full-time can do so, and be removed from the work from home schedule.
 - Temperature taking through self-assessment and temperature scanning of employees.
 - If an employee becomes symptomatic (Cough, Shortness of Breath, or two of the following; fever {100.4 deg.F or higher}, chills, sore throat, headache, muscle pain, repeated shaking with chills) and have **not** been tested, they should stay home until at least three full days (72 hours) have passed since recovery (no fever without use of fever-reducing medications and improvement in symptoms) AND at least 10 days have passed since the onset of symptoms.
 - Employees who have been tested should stay home until there is no fever without use of fever-reducing medications AND improvement in symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
 - **Those employees who have medical accommodations and/or Families First Coronavirus Response Act - Child Care related accommodations would be scheduled to work from home under their schedule implemented prior to June 15, 2020.**

Phase IV

- **Phase IV begins January 3, 2021. Phase IV includes:**
 - All employees, who are capable, fully return to the office environment full-time.
 - Employees who need to work from home because of non COVID-19 business needs will need to gain supervisory approval for the timeframe(s) requested.
 - We will continue to maintain proper physical distancing on a floor/area. All preventative and precautionary measures outlined in this phased return to office overview must be followed.
 - Temperature taking through self-assessment and temperature scanning of employees.
 - If an employee becomes symptomatic (Cough, Shortness of Breath, or two of the following; fever {100.4 deg.F or higher}, chills, sore throat, headache, muscle pain, repeated shaking with chills) and have **not** been tested, they should stay home until at least three full days (72 hours) have passed since recovery (no fever without use of fever-reducing medications and improvement in symptoms) AND at least 10 days have passed since the onset of symptoms.
 - Employees who have been tested should stay home until there is no fever without use of fever-reducing medications AND improvement in symptoms AND there are negative results (showing no COVID-19) on at least two consecutive lab tests of respiratory specimens collected at least 24 hours apart.
 - **Those employees who have medical accommodations and/or Families First Coronavirus Response Act - Child Care related accommodations would be scheduled to work from home under their schedule implemented prior to June 15, 2020.**

***Implementation of Phases I-IV will be contingent on the current environment – what we know today and any changes to federal, state, and local recommendations, as well as CDC guidelines and updates.**