Return to Worksite Update

- Stillwater Offices will be open to the public on Aug. 10. Reception desk will be covered from 7:00 am to 4:30 pm
- All staff and visitors will need to enter and exit through the East main entrance doors. Initial daily entry into the building will require check-in of a temperature check and health assessment questions. There will be a staff member who will be at the reception area from 7:00 a.m.-4:30 p.m. to assist with temperature checks and health assessment questions. In the event of an emergency (ex. Alarm sounding, etc.) please follow emergency procedures and exit building according to the emergency plan.
- Masks must be worn upon entry into the building, in common areas, and office areas where 6ft distance cannot be maintained. Cleaning supplies are available in the kitchenette areas for wipe down after use.
- Each division needs to have an outline of return to worksite by August 17. Alternating days at worksite may be considered to address employee return to worksite, if certain situations exist; however, office areas will need on-site coverage M-F 7:30 – 4:30.
- We understand there may be various variables impacting employees through this time. Please work with your manager and HR to address your concerns/situation with returning to worksite options.
  - Examples that may impact return to worksite:
    - Availability of childcare.
    - Children’s school is virtual for the 1st nine weeks.
    - Vulnerable population.
    - Direct care for individual in vulnerable population.
- If an employee chooses to work past 5:00 p.m., they must disinfect exit doors and their high touch work areas when they leave.
- COVID-19 related employee leave is available. Please contact Melissa.
- Next update scheduled for Sept. 1, unless conditions warrant immediate changes.

Health assessment questions:

Employees will need to be able to answer the following questions with a “no” before returning on-site:

1. In the last 14 days, have you tested positive for Covid-19?
2. In the last 14 days, have you experienced any cold or flu-like symptoms including fever, fatigue, cough, sore throat, muscle pain, respiratory illness, difficulty
breathing, a new loss of taste and smell, chills, repeated shaking with chills or headache?

3. In the last 14 days, have you been in contact with someone who has tested positive for Covid-19?

4. In the last, 14 days have you traveled to an international level 2, 3, or 4 Travel Advisory area?

5. In the last 14 days, have you traveled to a location within the United States that has more Covid-19 cases than Oklahoma? (as identified in the CDC Covid-19 Cases map.)

OSDH coronavirus information
Pages 18 – 20 for isolation, quarantine and flowchart.