DOC Return to Office Frequently Asked Questions (FAQs) for Managers

**What to Know as a Manager During Return to Office:**

What's my role as a Manager during DOC's Return to Office Process?

As a manager, you will be a resource for employees who have questions, comments, or concerns about the return to office, but you will <u>not</u> be expected to have all the answers. DOC and Bureaus will provide all managers with the tools, resources, and information required to help facilitate the return to office process, as well as pathways to escalate common employee concerns and remaining questions.

What resources will DOC provide to managers?

DOC and Bureaus will provide all managers with a Return to Office (RTO) Toolkit containing resources on health and safety in the workplace, communication tools and employee engagement resources, and mental health support information. Additionally, DOC and Bureaus will provide all staff one-pagers and signage, broadcasts, pulse surveys, and an all hands to support the return to office process.
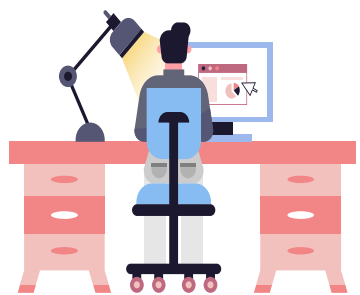
How can I best manage my team and encourage collaboration in a hybrid environment?

Managers can use many strategies to engage employees and build meaningful connections, including conducting employee check-ins, embracing technology, and utilizing the tools and resources within the RTO Toolkit.

What should I do if an employee feels unsafe?

Concerns should be escalated to your DOC or Bureau COVID-19 Coordination Team. Additionally, employees can be directed to one pagers and other materials listing the steps DOC and Bureaus are taking to create a safe and healthy workspace.

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What do I do if an employee received a confirmed COVID-19 diagnosis, is presumed to be COVID-19 positive, or is exhibiting COVID-19 like symptoms AND occupied an Agency facility at any time and/or was on official travel?

If your employee reports a case of COVID-19 AND was on site at a DOC facility/workspace or on official travel:
- ✓ *Notify appropriate DOC or Bureau POCs of the suspected or confirmed COVID-19 infection.*
- ✓ *Coordinate with your employee to identify close contacts and information on their last on-site visit.*
- ✓ *Instruct your employee to follow all CDC guidelines for what to do if you are sick and/or required to isolate.*
- ✓ *Instruct employees to follow DOC guidance regarding when they are allowed to return to the office.*
- ✓ *Do not provide any personal health information if other employees ask why their colleague must telework.*

Guidance for employees with COVID-19:
- ✓ *Stay home and isolate for 5 days followed by 5 days of mask wearing.*

Employees can return on-site if:
- ✓ *5 days of isolation have passed since a positive test or symptoms first appeared **and***
- ✓ *A well-fitting mask is worn at all times for 5 additional days following isolation **and***
- ✓ *24 hours have passed with no fever, without the use of fever-reducing medications **and***
- ✓ *Other symptoms of COVID-19 are improving*
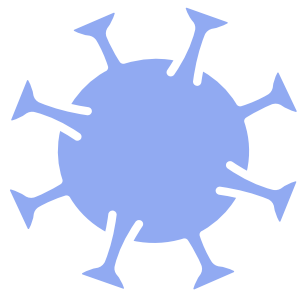
Please reference CDC guidelines for more information on the Recommended Isolation and Quarantine Periods for the General Population.

Please note, Bureaus, at their discretion, may determine that additional protective measures should be taken according to their unique workplace situations. Please refer to additional Bureau policy for information on any additional requirements.

Where should I turn if I have a question?
Please reach out to your DOC or Bureau COVID-19 Coordination Team for all questions regarding the DOC Return to Office process.