	Hillar C. Moore, III <b>OFFICE OF THE DISTRICT ATTORNEY</b> Nineteenth Judicial District	
	<b>COVID-19 Workforce Management Guidelines</b>	<b>Effective Date:</b> 05/16/2020  Issued: 5/15/2020


In accordance with federal, state, and local guidance issued relating to the re-opening of workplaces during the COVID-19 pandemic, the following guidelines are being issued to direct the management of our workforce. The guidelines will remain in effect through June 5, 2020 unless otherwise extended and/or modified.

**Public Access**

- Beginning May 20<sup>th</sup>, all EBRDA office sites will be open to the public for regular business.
- Members of the general public requesting to speak with an employee should be directed to the designated public meeting areas at each of our office sites.
  - Employees should speak to individuals appearing at our office sites through phone and/or the Microsoft Teams platform
  - Where in-person meetings with the public are necessary, they should take place in the designated public meeting areas; social distancing should be strictly adhered to, and masks/face coverings should be worn.

**Staffing, Work Schedules, and Leave**

- Beginning May 18<sup>th</sup>, all worksites will have limited staffing as per the schedule designated by the respective section chiefs.
- For Phase I re-opening, all sections have been assigned a maximum allotment of employees that may be present at a worksite for a regular business day.
  - The allotment is designed to maximize space for social distancing at worksites, preserve an available workforce in the event of an exposure, and to minimize the occurrence of close and prolonged contact among the workforce and general public.
  - The allotment does not include “pick up/drop off” and other limited visits to an office site which should generally be no more than 15 minutes.
  - Section chiefs may utilize staggered shifts, alternate office site days, remote work, and flex scheduling to meet the staffing needs of a section.
  - It is preferred that at least one employee from each position group in a section be present at a worksite during regular business hours each business

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day.

- However, depending on the needs of a section and the availability of employees, this staffing model may not be necessary, practicable, and/or feasible. Section Chiefs are authorized to make such staffing determinations and schedules on a daily basis if needed.
- Sections on duty are expected to have an ADA, investigator, secretary, and VAC present at the main office for regular business hours during their week of duty.
- All leave rules, as outlined in the employee summary, remain in full force and effect.
  - Subject to documentation and verification, employees with children whose school and/or childcare provider are closed or unavailable due to the COVID-19 pandemic may use sick leave to care for their children.
  - For more information regarding leave provided for under the Families First Coronavirus Response Act visit: <https://www.dol.gov/agencies/whd/pandemic>.
  - Specific questions regarding leave policy may be directed to the Human Resources Director.
- Every full time employee must meet 40 hours of work for each work week.
  - The 40 hours may be met through actual hours worked on-site, remotely, and/or through applicable leave.
  - Through June 5<sup>th</sup>, a work week will run from Saturday-Friday.

**Remote Work**

- Under the supervision of their respective section chief, every EBRDA employee may work remotely through June 5, 2020.
- Working remotely does not change the conditions of employment or required compliance with EBRDA rules, procedures, and policies. An employee is still required to comply with federal, state, and other applicable laws, policies and regulations while working remotely.



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- EBRDA records are confidential and all work performed by employees should be considered confidential. Every employee must pay particular attention to protecting the confidentiality of informants, victims and witnesses, the privacy of other's information, the security of criminal histories, the privacy of juvenile records, the non-public nature of expunged records, and the secrecy of grand jury proceedings.
- All remote work should be documented. A notation of "remote" should be indicated in the notes section in Fingercheck when working remotely.
  - Any misrepresentation regarding time worked and/or tasks completed will be grounds for discipline including termination.
- Equipment and/or supplies provided by EBRDA are for work purposes only.
  - Employees working remotely may use EBRDA office supplies such as pens, stationary, envelopes, etc.
  - EBRDA equipment such as computers and printers issued to employees during this interim period must be catalogued and documented to the Human Resources Director
  - All equipment and unused supplies must be returned to EBRDA upon the conclusion interim remote work period.
- Remote access to the EBRDA network may also be provided to employees during the interim remote work period.
- Employees may use their own equipment to work remotely provided no cost is incurred by EBRDA and the equipment complies with EBRDA technology and security policies.