

SHRC Tentative Re-open Plan

4-29-2020

- 5-4-20 – Stay at home ban is lifted by the Governor
- 5-11-20 – SHRC Office re-opens
 - 1 staff member present/day. Same as current call schedule. Refer to as “One Office” schedule/policy.
 - Public not allowed in building. Conduct any transactions through phone or closed door.
- 5-13-20 – SHRC May Board meeting
 - Staffing and reopen plan discussed and developed
 - Meeting closed to public, will be broadcast in Go To Meeting for public to listen
 - 5 Board members and Director present at meeting.
- Monitor JOCO gating and phase announcements.
- Maintain One Office schedule until JOCO enters Phase 3 of Johnson County Recovery Plan.
 - Board meetings will be conducted in similar procedure to May meeting until we reach phase 3.
- Once phase 3 is achieved, all SHRC staff to return to normal working hours.
- One Office Plan
 - Individual staff to sanitize/clean personal and shared office space (copy room, meeting room, restroom) each day.
 - Limit use of shared space as much as possible.
 - Rest of SHRC staff maintain telework during days they are not scheduled to be in office.
- PPE and sanitizing equipment to be provided for staff use.