



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | admin.nv.gov | Fax: (775) 684-0298

MEMORANDUM

June 17, 2020

TO: All Department Directors

FROM: Laura E. Freed, Director
Department of Administration

SUBJECT: **Guidance on Planning for Reopening State Offices**

Nevada is gradually moving forward to reopen certain business entities in the phased approach set forth under Nevada United: Roadmap to Recovery. At this time, the Department of Administration is asking agencies to consider multiple issues related to the gradual reopening of state agencies in the future, including fundamental and important safety measures necessary to protect both the public and our state employees. Even as Nevada enters phases to reopen our state's businesses and economy, the Governor remains focused on protecting the health and safety of all Nevadans, including our state employees.

Additional, more detailed information on these issues will be forthcoming in an effort to provide a safe and seamless approach to gradually reopening state offices to meet the needs of the State and the people we serve. This initial memorandum provides some considerations for reopening for department directors to start working with their own leadership teams to determine how to gradually and safely allow staff to return back from telework, if necessary, and how physical distancing can be maintained among employees and the public. Please contact your Governor's Office liaison before the close of business on Friday, June 19, 2020, to discuss your department's reopening plans.

Guidance will be forthcoming on procurement of temperature screening equipment and Personal Protective Equipment (PPE) for employees based upon how much close contact with the public employees will have.¹ The forthcoming guidance will include information based on a hierarchy of need framework to help define departments' needs as well as instructions on how to track expenses

¹ In this context, PPE refers to equipment worn to minimize exposure to infectious agents, including face shields, cloth face coverings, gloves, gowns or aprons, and respirators. Hand hygiene should be performed before donning PPE and after doffing PPE.

for reimbursement for PPE and necessary and related supplies. Agencies should have already been contacted by the Division of Emergency Management to request an initial supply of PPE, but after that is delivered, agencies will be responsible for procuring additional PPE.

Screening and Testing for Employees

As always, if employees are sick or they have had close contact with a person with confirmed COVID-19 infection, they must stay home. Directors may wish to consider requiring employees to self-screen for symptoms daily (see the sample screening questions below) and may wish to establish temperature screening protocols.

Since testing capacity is expanding in the state, departments should encourage employees who report symptoms of COVID-19 to seek testing. If testing is not available, sick employees must stay home until symptoms have disappeared, including no fever for 72 hours without the use of fever-reducing medication. Guidance memoranda from the Department of Administration regarding COVID-19 leave policies and other issues can be found at: <http://admin.nv.gov/Policy-Directives/>. In addition, if employees have a possible exposure via a household member who has been exposed to a known COVID-19 positive person, those employees are strongly encouraged to pursue testing prior to returning to work. The Nevada Health Response website provides a test site finder for locations throughout Nevada at <https://nvhealthresponse.nv.gov/find-covid-19-testing-in-nevada/>. Additional information on testing coverage is also available through the [Nevada Public Employees' Benefits Program](#) (PEBP), and additional information will be provided to agencies as it is released.

Preliminary Guidance

This memorandum will first provide guidance that should be followed by all Executive Branch departments, and then will follow with open-ended questions designed to help agencies develop their own specific plans. *The following guidance may not be entirely applicable to 24/7 operations such as correctional facilities, state hospitals, veterans' homes, and youth centers.*

- Telework should continue to the maximum extent practicable, whenever possible and feasible with agency operations. If agencies have set up Virtual Private Network connections for their employees to be able to access specific on-premises applications, and those employees can fill a workday from home, then it is preferable to continue to do so.
- In all agency communications with the public, continue to encourage the public to use online, phone, or mail services whenever possible. Please ensure that all non-in-person services that are available to the public from an agency are prominently and clearly stated on the agency website. Also, when state offices do reopen to the public, remember to strongly encourage members of the public to self-screen before entering state offices. As an example: members of the public should be strongly encouraged not to enter a state office if they would answer “Yes” to any of the following questions:

Do you, or a person you live with, have:

- a) A temperature of 100.4°F or higher, OR;**
- b) Two or more of the following: chills, new loss of taste or smell, or**

unexplained body aches, headache, or sore throat, OR;

c) One or more of the following: dry, non-productive cough (new onset or worsening of chronic cough), shortness of breath, or difficulty breathing?

- Social distancing must continue at the work site. Employees must endeavor to stay six feet away from others at all times, refrain from congregating in common areas where social distancing cannot be achieved, and avoid physical contact, such as handshakes or embracing coworkers and visitors. Locations where social distancing should be practiced include but are not limited to: offices and cubicles; hallways; other common areas; entrance/exit areas of work sites; elevators; and restrooms. If able, employees should use the stairs to move between floors in a building rather than congregating in the elevators. If elevators must be used, employees and visitors should stagger trips to enable social distancing.
- All employees are encouraged to wear face coverings² at all times at the work site. Employees who interact with the public must wear a face covering to the maximum extent possible and to comply with OSHA standards. Agency directors should detail in reopening plans and timelines the specific guidance for their employees on wearing face coverings during daily work as it pertains to different class codes of workers. It may be helpful to remind employees that wearing a mask is meant to protect colleagues and the public in case employees are infected but asymptomatic. Remember this saying: “My mask protects you; your mask protects me.” Also please note that wearing a face covering is not a substitute for social distancing.

When in the worksite, face coverings:

- Should be worn when in a vehicle with another individual and when using drive-through services.
- Should always be worn around others.
- May be removed if it impedes vision, if an employee has a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task.
- May be removed to eat or drink during breaks and lunch periods; however, at those times, social distancing should be practiced.
- May be removed when driving alone or when isolated in a closed personal office.
- Must be worn by employees when conducting business at the worksites of other entities.
- Should be strongly encouraged for visitors when conducting business at a state office.

²Generally, “face coverings” refers to non-medical fabric masks worn over the nose and mouth and secured behind the head or ears. Please see the Medical Advisory Team’s guidelines for face coverings here: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/04/04.03-Guidance-on-Improvised-Facial-Coverings.pdf>

- Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure disinfection of the worksite. Staggered shifts are encouraged. During the start and end of any shift, employees should avoid gathering when entering/exiting the work site.
- In-person meetings are strongly discouraged since it is difficult to maintain social distancing in most conference rooms. Please continue to use teleconferences or online meeting software, even if the meetings are with others in the same office.

Below are concepts for agencies' consideration as they develop departmental reopening plans:

Do your employees have reliable childcare and/or elder care?

As we know, Phase II includes reopening of additional businesses with certain restrictions to support strict social distancing guidelines. However, the childcare or elder care services used by employees may choose not to open, not to remain open, or may not be able open to due to financial circumstances. Since schools are conducting distance learning, employees may not have sufficient options for the care of school-age children. In addition, some employees may be members of or caring for family members who are part of Nevada's vulnerable population, and accommodations may need to be considered.

Do you have physical barriers between employees that are not seated six feet apart from one another as well as employees and the public?

Federal funding through the CARES Act may be available to cover the cost of supplies to reconfigure spaces in state offices, as necessary. Departments should evaluate office space and areas where effective social distancing practices between employees or the public are not currently feasible, including cubicle areas. Departments may wish to rearrange furniture or office spaces and may contact Buildings and Grounds for assistance, as appropriate. In consultation with the Purchasing Division, departments may wish to consider options available to create physical barriers between employees and the public, including dividers, plexiglass, or similar products. Please remember that those physical barriers should be cleaned at least daily. Please contact the Purchasing Division for a list of established vendors that can supply physical barriers.

Any physical worksite modifications made must conform to Americans with Disabilities Act requirements. Where worksite modifications are not possible, agencies may consider staggered work shifts, reconfiguring workstations so that employees do not face each other, or converting conference rooms into workstations. Conference rooms that are used should be disinfected daily, at a minimum. Employees should disinfect their workstations daily.

Will you institute health screenings among employees and/or the public?

Certain agencies may wish to purchase temperature screening equipment. This can be as simple as thermometers for employee use.

Health screening questionnaires may also be used. As an example, please see the attached script for public visitors and the employee screening reports used in the State of Pennsylvania.

How will you safeguard employees who sit in reception areas? How will you safeguard break areas/kitchenettes?

The agency may wish to provide physical barriers for employees who sit in reception areas or move them temporarily into vacant conference rooms or other workstations. Agencies should consider eliminating reception seating areas. If document drop off is a concern, consider designating a secure area where the public can be directed to drop applications, payments, or other filings. Designated drop-off areas should have clear signage and instructions. Persons handling paper documents, including mail or packages, should be issued gloves for that work.

Agencies should take steps to discourage employees from congregating in break rooms and other common areas.

Will you limit the numbers of non-employees in your office at one time?

Different departments have disparate levels of public contact. As noted in the guidance section above, nonmedical face coverings must be worn by employees who interact with the general public to the maximum extent practicable and are strongly encouraged for visitors to state offices. However, since masks do not replace social distancing, it is permissible to limit the number of persons who are served in a state office to a certain number per square foot or per hour and/or limit the number of business hours that offices are open to the public to transact business in person. Those limitations must be prominently posted on the office doors and posted on the agency's website.

Are your agency's policies and procedures up to date?

If a department wishes to continue telework on a semi-permanent basis, it is possible that telecommuting agreements need to be processed now, whereas in earlier phases they might have been done on an emergency basis, and not presumed to be permanent. However, if telework is part of an agency's plan for continuing operations for a sustained period, that should be codified in policy and the expectations/terms of telecommuting be codified as well.

This memorandum cannot cover all the circumstances that all departments may face when reopening offices. The questions posed above are merely discussion points for departmental leadership. Whatever plans for reopening are developed, the Department of Administration urges agencies to communicate to employees what is being done to slow the spread of COVID-19 prior to reopening any office for public entry.

Thank you for your diligence in safeguarding our workforce and customers as we find sustainable ways to continue to conduct the state's business in this evolving public health crisis.



Visitors and Contractors COVID-19 Screening Script

The safety of our employees, customers, clients, and visitors remains our primary concern. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to others, we are conducting a simple verbal screening of visitors to our worksite. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and co-operation.

1. Are you showing any signs of one or more of the following [symptoms](#) - Temperature 100.4 °F or higher, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell or difficulty breathing?
2. Is the information you provided true and correct to the best of your knowledge?

If the answer to question #1 is NO, the questioner must also observe the visitor to ensure they appear well. Then proceed with the meeting ensuring the visitor is wearing a mask, explaining how social distancing will be implemented for the meeting, and providing our expectations for following social distancing guidelines and good hygiene practices during the visit.

If the answer to question #1 is YES or the visitor appears unwell, politely advise the visitor to leave the premises and explain that an alternate method will be identified to conduct the meeting. Notify appropriate worksite management personnel for cleaning.



COVID-19 Screening Form Template

Personnel completing the screening should complete this form on those who exhibits signs or symptoms commonly found with COVID-19.

| | | |
|----------------------------------|--|--------------------------------|
| Individual Name: | | Individual ID/Employee Number: |
| Department/Job Title: | | Date/Time: |
| Supervisor's Name/Agency Contact | | |
| 1. | Does the individual have symptoms (i.e., fever, cough, shortness of breath, sore throat, headache, muscle pain, or new loss of taste or smell) that are not attributable to an existing condition? | Yes |
| 2. | If "Yes" to number 1, did the individual have close contact with a person who is under investigation for COVID-19? (Close contact: Within six feet for ten or more minutes.) | Yes |

For an individual answering "Yes" to questions 1 or 2, immediately provide a mask (if not already wearing one) and refer them to their health care provider with instructions:

- If a non-government worker, entry is not authorized until medically cleared by a licensed clinician and a clearance letter provided. They should contact and coordinate with the personnel or agency representative with whom they were here to see. Provide the contractor with a [Referral to Medical Services Notice – Contractor](#) and the [Return to Work Status Form](#).
- If a commonwealth employee, they are to contact their supervisor as soon as possible for instruction on leave and other reporting requirements. Provide the employee with a [Referral to Medical Services Notice – Commonwealth Employee](#) and the [Return to Work Status Form](#).

Personnel conducting the screening shall immediately notify the employee's supervisor.

Refer individuals that do not have a medical provider to their local health department or 1-877-PA-HEALTH.

Screener's Printed Name: _____ Date/Time: _____

Provide completed forms to: _____

WHERE CAN I FIND TESTING FOR COVID-19?



FIRST, CHECK WITH YOUR HEALTH CARE PROVIDER

Your regular health care provider may offer testing, but you should check to be sure.



**NEVADA
HEALTH
RESPONSE**

COVID-19 TEST SITE FINDER

If your health care provider doesn't offer testing, you can find a testing site on the Nevada Health Response website.

- ✓ Take a self assessment
- ✓ Find a testing site

nvhealthresponse.nv.gov/find-covid-19-testing-in-nevada/

Local health districts also have information on where to get tested

Southern Nevada Health District
southernnevadahealthdistrict.org

Washoe County Health District
washoecounty.us/health

Quad-County
Carson City, Douglas, Lyon, & Storey
gethealthycarsoncity.org

PLEASE KEEP IN MIND

While testing criteria for COVID-19 have been expanded in Nevada to include individuals with and without symptoms, each testing site has its own criteria.

Please call the testing site or your health care provider before you go for testing.



For more information on COVID-19 in Nevada visit: nvhealthresponse.nv.gov