



SafeReturn KCADC



GUIDELINES FOR RESPONSIBLE RE-ENTRY TO KCADC OFFICES



As KCADC works to re-enter the workplace following the global COVID-19 pandemic, the team will follow the three-phased approach established by the Federal Government and the CDC.

These guidelines may be adjusted at any time. Any changes or enhancements will be communicated with all members of the team by email.

PHASE TWO

A determination for when KCADC will proceed to Phase Two of workplace re-entry is being closely monitored and will be communicated with the KCADC team as appropriate.

All KCADC team members are encouraged to communicate with any member of the HR/Admin team with any questions or suggestions to enhance the effectiveness of these and future protocols. Thank you in advance for your flexibility and compliance.

PHASE ONE consists of the following:

- Employees are allowed to return to the KCADC offices, **beginning Tuesday, May 19**. However, all staff are strongly encouraged to continue working remotely if at all possible. The most effective PPE is to work remotely. During Phase One, **no more than ten employees/individuals** will be allowed in the KCADC offices at any time.
- If an employee plans to be in the office, their time **MUST** be scheduled with the Office Manager. **No exceptions will be allowed.**
- Only KCADC team members with tenant badges, Union Station employees and the City Wide maintenance team will be allowed in the KCADC offices during Phase One.
- Meetings with external business partners, clients, and stakeholders should be conducted through virtual communication whenever possible until further notice.
 - The only exception will be limited to those visitors deemed absolutely essential to serving a client or business need—such as an in-market site visit. Any such visits must be pre-approved by KCADC's CEO. Restrictions and pre-screening protocols and personal distancing measures will be followed.
- Personal deliveries will not be accepted at the office.
- Employees are requested to take their temperature prior to entering the KCADC offices, either at home or immediately upon entry to the KCADC office suite using the thermometers provided at the front desk. If a temperature is greater than 100.4°F, employees are required to stay or return home.
- Common area items including food, coffee and other beverages, as well as re-usable dishes, cups and utensils will not be available. The ice machine will be turned off. Employees are permitted to use the common area spaces, including the refrigerator, however are requested to wipe down after use.
- KCADC will provide a reusable PPE face mask to all employees. Employees are requested to wear this PPE (or one of their own) when in common areas and when interacting with other employees in the office.
- Sanitizing Stations are available at the entrances to the office, as well as in common areas throughout the office with hand sanitizer, disinfectant spray and wipes. Employees are encouraged to utilize these stations regularly to wipe down personal office areas as well as common areas utilized while in the office.
- Other PPE (plastic/plexi-glass dividers) for office use is being researched and will be installed as deemed necessary and appropriate.
- Conference rooms may be used for internal and Zoom meetings. No more than ten employees should be in conference rooms at any time during the meeting and safe distancing practices of 6-feet or more should be followed. Wipe down table, chairs, remotes, touch pads, door handles, etc. after use, without exception.
- If your regular workstation is in close proximity to another person's and occupied, employees are encouraged to utilize vacant spaces and conference rooms.