

Office Reopening Guidelines

Updated 5/18/20

Current CedarCreek Office status:

At this time, our buildings and locations are closed.

- We will give employees two-week advance notice prior to the office reopening to allow employees to make the appropriate arrangements.

A handful of staff will need to access and maintain our facilities and infrastructure during this time, as well as to perform essential business operations such as streaming services.

If employees are in the office for any reason, we recommend the following:

- Symptom check prior to going into the office (fever, cough, shortness of breath)
- Social Distance, maintain over 6ft
- Optional – Face mask or covering

As an Exec Team we are continuing to look ahead and process what it will look like to reopen our offices as we to move forward better together. We will continue to provide updates as new information is available or new decisions are made.

Groups of employees we will be considering for reopening our offices:

- Employees at high risk/immune compromised
- Employees with childcare or family care issues
- Employees with expressed concerns or anxiety regarding returning to the office
- Employees who could continue to work from home
- Employees who would like to return to the office

Phase 1: Effective on 6/1

- CedarCreek will reopen offices for the following group of employees:
 - Employees who would like to return to the office
- Work from home will still be available for the following groups of employees:
 - Employees at high risk/immune compromised
 - Employees with childcare or family care issues
 - Employees with expressed concerns or anxiety regarding returning to the office
 - Employees who could continue to work from home
- Current guidelines for working at any of our locations based on State of Ohio Department of Health:
 - Face Coverings are required when entering, leaving, moving around the building and working in groups. Face coverings are not required when working alone in an enclosed area or cubicle.
 - Employees must perform a daily symptom assessment.
 - Daily symptom assessments should include taking your temperature with a thermometer and monitoring for a fever. Also watch for coughing or trouble breathing. If you are sick stay home and notify your Direct Report.
 - Maintain 6 ft. of social distance.
 - Maintain good hygiene. Hand washing, sanitizing, cough and sneeze etiquette. No shared food in public areas.
 - Clean and sanitize high touch areas in and around your workplace.

Phase 2: Prepare to be effective on 6/15

- CedarCreek will reopen offices for all Employees
- Work from home will still be available for the following groups of employees:
 - Employees at high risk/immune compromised
- Continue current guidelines based on State of Ohio Department of Health

Current answers to potential employee questions for reopening our offices:

1. Do I have to come into the office?

When making the decision to reopen the offices, we took into consideration the employee groups listed above and the potential needs of each individual group. Please contact your direct report and Executive Director with any concerns and loop in HR as needed.

2. How quickly will I be expected to return to the office?

Employees will have a two-week advance notice prior to the office reopening to allow employees time to make the appropriate transition arrangements.

3. How will you keep me safe when we return to the office?

We are continuing to monitor the current State of Ohio guidelines and restrictions and as well as the latest CDC cleaning guidelines. As we reopen the offices, we will have guidelines in place outlining the current best practices.

4. Will I be provided a mask?

Yes, if you do not have a mask they will be available at the Central Support front desk. Should Campus Teams need access to available masks, please contact the Campus Project Manager.

5. Will visitors and DreamTeam need to wear masks in our offices?

While our staff will need to wear masks, it will be optional for visitors and DreamTeam to wear masks while in our buildings during office hours. If a visitor or DreamTeam member would like a mask provided for them, we will have masks available at the Central Support front desk. Should Campus Teams need access to available masks, please contact the Campus Project Manager.

6. What happens if myself or a family member get sick with COVID-19?

If you or a family member have symptoms of COVID-19 (fever, cough, shortness of breath) or have been diagnosed with COVID-19, please contact your direct report immediately and have them loop in HR so we can help care for you and work through next steps.