

Question Asked	Answer
<p>What is the process for individuals who need to be quarantined due to signs and symptoms?</p>	<p>Individuals who are experiencing symptoms during the day or answer "yes" to any of the questions on the electronic form prior to arriving at the office will be asked to go home/stay at home. The Program Manager and HR will be notified when individuals answer "yes" to any of the questions. The Program Manager will reach out to the individual to ask them to go home and discuss when they are able to return to work. If employees feel well enough to work remotely, they can. If they do not feel well enough to work remotely, they should reach out to HR to determine what leave options may be available.</p>
<p>When do employees need to wear masks?</p>	<p>Employees should be wearing masks at all times when in the office unless they are eating lunch.</p>
<p>How do we handle procedures when we are co-located?</p>	<p>EDSI staff should follow the protocols and procedures set by EDSI when it comes to our representatives and also follow the procedures set by the center.</p>
<p>How do we handle moving furniture in the office to abide by the policies and procedures set by EDSI?</p>	<p>The EDSI Safety Manual restricts the moving of items to those items weighing less than 25 lbs. Removing furniture should be avoided, and instead, signs should be placed on chairs, wrapping tape around the chair, stacking chairs or otherwise placing material on chairs to inhibit use. Moving tables and other equipment should be discouraged to avoid injury.</p>
<p>How will onsite managers know who has completed the forms daily?</p>	<p>Site Managers/Program Managers will receive an email stating that employees have completed the electronic form prior to coming into the office. They will receive an alert if an employee answered yes to any of the questions on the electronic form.</p>
<p>How should we handle it if an employee has reservations about returning to the office?</p>	<p>We have survey results from each office and are aware of the individuals who may have reservations about returning to the office. If something has changed from the time the employee took the survey, HR should be notified by the employee/supervisor. Please reach out to HR to discuss those concerns and they will be reviewed on a case-by-case basis.</p>
<p>What is our policy for team members who may refuse to wear masks in the office?</p>	<p>If an employee refuses to wear a mask in the office, they will not be able to enter the building and can use PTO for their time off. If they are not able to wear a mask for health reasons, HR should be notified and the employee will need to provide a doctor's note and we will ask that individual to work remotely.</p>

How do we handle material deliveries?

Each office should designate a delivery location for packages and boxes. The delivery companies should pick up and drop off from the same location. FedEx, Amazon & UPS have suspended required signatures for deliveries. Please try to schedule a delivery when staff will be present or have the material sent to a person's home during suspension of operations. Please wash your hands after handling packages and dispose of box immediately.