



COVID 19 Employee Guidance – Updated 3/13/2020

We are in the midst of unusual times requiring proactive precautionary measures and voluntary compliance for our agile and adaptive workforce. Our goal is to reduce our internal exposure footprint where reasonably practical and institute cleaning protocols across the organization for our staff and community while continuing to deliver core services.

Employees doing their part:

- Town employees will be teleworking and implementing alternate work schedules to encourage social distancing where practical
- Limiting person-to-person contact by avoiding handshaking and maintaining social distancing of 6 feet from other people when possible
- Employees are asked to wash hands frequently, avoid touching nose, eyes and mouth
- If employees are sick, they are asked to stay at home
- Limiting in person meetings when absolutely necessary, utilize technology means available to conduct remote meetings, conference calls or maintaining 6' distance between attendees
- Reducing business travel and training relating to large conferences, training or other meeting scheduled through April 1, 2020 (date to be evaluated as the event progresses)
- Janitorial services will thoroughly wipe and sanitize kitchens, restrooms, door handles, light switches and flat surfaces
- All staff are asked to routinely clean their work environments and any meeting areas daily
- Public safety personnel will continue to use proper PPE for jobs that may have a higher risk of exposure

Primary resources:

WakeGov.com – For the most up-to-date information

COVID19.questions@wakegov.com or call the COVID-19 information line at 919-856-7044 for questions