

## FAQs for Returning to the Workplace

### Stage 1

#### 1. Who will be returning to the workplace and who will remain teleworking?

Starting on Monday, July 6, 2020, Stage 1 of the Reopening Plan will begin. We will primarily be bringing back employees who must perform their work onsite. Some may be asked to return earlier in order to prepare for the reopening on July 6<sup>th</sup>. By June 25, your supervisor should have contacted you about your work arrangement for Stage 1.

During Stage 1, to protect the safety of those who need to return to campus, many of our employees will continue teleworking to reduce the number of people on campus. Fewer people on campus allows us to maintain social distancing. Our aim is to keep building capacity below 50%.

#### 2. What are the changes on the Melwood campuses that will make the workplace safer for me?

- Employees will be required to wear a mask in all common areas at all Melwood campuses. Participants will be encouraged, but not required to wear masks.
- Everyone will be required to practice social distancing- keeping 6 feet apart from each other.
- We will be conducting mandatory temperature checks at each building that houses a day service program.
- We will be restricting the number of people that can gather in any single area. Occupancy capacity in buildings will be posted to allow for social distancing.
- Elevator capacity will be restricted to two people max at one time.
- In-person meetings can only happen if social distancing can be accomplished. Conference calls and virtual meetings will still be encouraged.
- Directional signs will be posted to allow for social distancing.

#### 3. Are Melwood facilities going to have enhanced cleaning?

Weekly risk assessments are being done by the Facilities and Risk & Safety teams, including ventilation systems. All campuses will continue to be cleaned thoroughly before staff arrives and high touch surfaces will be cleaned more often once employees return to campus. Central cleaning stations will also be available in every building on every campus for those who would like to clean their personal workspace more often.

#### 4. What if I don't want to/can't wear a mask or I don't feel safe returning to campus?

Melwood is following federal, state and local guidelines for the safety of all staff, participants, and families. If there are any personal circumstances which prevent an employee from returning to work on his/her date of recall or from wearing a mask, please contact Human Resources at 301-599-8000 to discuss your situation and appropriate next steps.

**5. May I wear my own mask?**

If you prefer to use your own mask, you have the option of wearing medical masks or masks without stains, tears, lettering, graphics and pictures. Once our order is received, Melwood will be providing each employee with a “Welcome Back Care Package” that will include a Melwood branded mask and a hand sanitizer.

**6. Am I eligible for unemployment income if I choose not to return to work?**

Once an offer of work is extended to you, Melwood is required to report that offer to your states unemployment agency and in most cases that will disqualify you from receiving any further unemployment income.