

## MEMORANDUM

To: Staff and Board of Directors  
From: Michael Hallows, Chair  
Connie Manes, Executive Director  
Date: May 18, 2020  
Re: KLT Office Protocols as of May 20, 2020

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Governor Lamont has published Sector Rules and guidelines to implement a Phase I reopening beginning May 20, 2020. Included in the first phase of businesses that may reopen are: Offices.

The Kent Land Trust office is a good candidate for reopening due to the low transmission risk posed by:

- Our few employees (4)
- The space/employee and office layout, which allow for 6 feet of space between workspaces
- KLT's business does not require physical contact between employees or with customers
- Desks and computers are not shared, we have limited shared equipment (printer and copier, occasionally desktop keyboard and mouse)
- Implementing the procedures required for reopening and doing so successfully sets a good example for others in our area
- Most of the ongoing work can continue to be done remotely
- The Governor's order requests that businesses "continue Work From Home where possible"
- The Governor's order requires offices to open at 50% capacity (unclear exactly what this means)

### **Recommendation:**

KLT's office will "reopen" as of May 20<sup>th</sup>, with the following protocols:

1. Continue work from home when possible.
2. Staff meetings may take place in person outside if weather permits. Otherwise, staff meetings will be conducted via Zoom.
3. Any staff planning to come to the office will notify all staff regarding their proposed schedule. It is still the preferred option to have only one staff in the office at a time.
4. No staff are permitted to come to the office if they are sick or experiencing a cough, shortness of breath, or any two of the following symptoms:
  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
5. If more than one staff is present in the office, staff are required to wear face masks, which will be provided, but should be taken home and washed following use. Staff may elect to wear their own face masks.
6. A log will be kept with dates/times staff are in the office, to support contact tracing in the event of COVID19 infection or exposure.

7. Staff are required to wash hands with soap and water for at least 20 seconds:
  - a. prior to coming to the office
  - b. upon entering the office
  - c. before leaving the office, and
  - d. following use of the bathroom.
8. Hand sanitizer will be placed at the office entrance, in common areas, and in the bathroom.
9. Disinfectant wipes will be placed at the office entrance, in common areas, in the bathroom, near shared equipment, and on staff desks.
10. Staff are required to wipe down all non-shared surfaces they have touched (e.g. desk, chair, keyboard, mouse) prior to leaving the office, and are required to wipe down shared surfaces (e.g., printer, copier, bathroom fixtures and door handles, entrance door handles) after use.
11. Visitors to the office should be limited. Visitors and delivery persons should be received and transactions completed outside on the porch as opposed to inside.
12. A log will be kept recording office cleaning.
13. During these months of mild weather, windows should be kept open for increased ventilation.
14. There will be no in-person public programming for education, recreation, fundraising or social programs, until further notice.
15. Outdoors stewardship work by up to 5 people, working at safe distances (6 feet or more), will be permitted. No tools may be shared, and sanitizing/disinfectant wipes will be made available at all times. Face masks should be carried on one's person in the event safe distances cannot be maintained.
16. In the event of a positive COVID19 diagnosis, staff should immediately notify the Executive Director so that appropriate responses may be taken including provisions for sick leave and contact tracing.
17. Unsafe practices and violations of the protocols outlined in the Governor's guidance may be reported to the state hotline (211). Whistleblower protections are in effect consistent with state law and KLT policy.
18. A copy of this Memorandum and the CTReopens guidance will be posted at the KLT office entrance.