

To the Best Staff Ever,

As discussed in our staff meeting this morning, I want to recap and detail our protocol for this week. We will continue to monitor this plan as things develop and keep you informed of changes. We appreciate your patience and understanding as we work through this situation; this is new not only to our organization, but our counties and the state as a whole.

First, some simple reminders for all staff:

- If you are not feeling well, STAY HOME. We want to be pro-active in keeping everyone healthy at the office as much as possible
  - Over the next 60 days, you will be able to use your EST leave and not be required to have a doctor's note if you are off because you and/or your kids are sick.
- If you are concerned you may have been either exposed to or contracted COVID-19, please refrain from coming into the office and contact your health provider for further guidance. In addition, please inform your supervisor.
- Wash your hands often, avoid touching your face and be aware of social distancing.
- Our cleaning staff have been informed to deep clean/disinfect high traffic areas like main doors, bathrooms, kitchens, etc.
- Staff are encouraged to also disinfect your phones, keyboards and cell phones regularly. Dave has disinfectant wipes
- Don't get caught up in the "social media" messaging – use trusted sources like the Dept of Health (<https://www.health.nd.gov/diseases-conditions/coronavirus> and CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) websites to get accurate information.

Office Protocol:

- We plan to keep operations in our office open – we will be monitoring, but may not follow, state government protocol in all cases. So if you are healthy and feeling well and not on PTO, we would generally expect you to report for work as you would normally.
- We understand schools are closed this week, so if you have little kids at home, do not have a day care alternative and your job duties can be performed remotely, you have the option to work remotely. Specific arrangements will need to be discussed with your supervisor. If an employee chooses not to work from home, then employee leave will need to be taken. Please review your essential job functions and inform your supervisor of any which you feel could not be performed remotely.
  - NRG is working diligently to get everyone's PC's and laptops ready if you need to work from home.
- If you plan to work remotely, but need to come into the office in short intervals and must bring your child(ren) with you:
  - You and/or your child(ren) must have no symptoms of illness or be ill
  - Your child(ren) must be under your supervision at all times while in the office
- If you have scheduled meetings that can be handled via conference call rather than in person, we encourage you to do so
- We will be contacting those who have contracted use of Conf Room A to find alternative meeting options, if possible, over the next month

Again, if you have any questions or concerns, please feel free to reach out to your supervisor or you can contact Genny or me. Thanks everyone.

Attached are the instructions regarding forwarding your desk phone and remote retrieval of messages.

*Terry Traaynor*

NDACo Executive Director  
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