



CORONAVIRUS RESPONSE



RETURNING TO THE WORKPLACE

OUR PRIORITIES: PROTECT THE FORCE, PREVENT THE SPREAD & EXECUTE OUR WORLDWIDE MISSION

As team members begin to transition back to the workplace after weeks of sheltering at home, not everyone will respond in the same way. It is normal for team members to have mixed reactions about returning. It may take time to adjust.

Some team members will be relieved and excited to be back, some will feel uncertain and anxious. If we remain patient with ourselves and others, we can manage this transition as a team. Remember, we are in this together.

WHILE YOU WERE AWAY

We increased cleaning and disinfecting of all common areas.



We obtained face masks and cleaning supplies for your use at the workplace*.

We established a measured approach to continue to protect the force and help prevent the spread of COVID-19 during a conditions-based, mission-focused return to the workplace in support of Army Readiness.

BEFORE YOU RETURN

Senior leaders and supervisors will determine who needs to come back and when that should happen based on local conditions.

Supervisors will consider individual situations like vulnerable population status, availability of child care, etc.

Talk to your supervisor about your specific circumstances, your needs and their expectations.

If you don't feel well, don't return to work – contact your supervisor to discuss options.

AFTER YOU RETURN

Practice social distancing**, use cloth face coverings when not at your desk, limit size and frequency of gatherings, and clean individual work areas daily.

Senior leaders and supervisors will continuously assess and manage:

- Any risks associated with increasing personnel at the workplace.
- Productivity impacts (positive or negative) resulting from utilizing telework, staggered shifts or alterations to workspaces.

* Government Purchase Card holders are authorized to order additional workplace cleaning supplies from GSA, as needed, with supervisor approval.

** Stay at least 6 feet away from others and follow guidelines from the Centers for Disease Control and Prevention found at [cdc.gov/covid19](https://www.cdc.gov/covid19)

3-STEP PROCESS TO RETURN TO THE WORKPLACE

1. SELF-CHECK

Do a quick daily health self-check.

If you don't feel well, contact your supervisor.

The best way to protect the force is to avoid exposure to people who are sick.



2. GEAR UP

Be sure to bring your clean, approved face covering with you to the office.



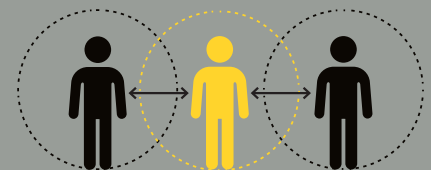
Cafeterias may not be open and common areas will be restricted in early return phases. You may want to bring your own food and drinks from home.

3. GO TO WORK

Steps 1 & 2 done? Good to go!

Be sure to communicate with your supervisor.

Remember to practice social distancing at work and wear your mask when you're away from your desk.





U.S. ARMY

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CONDITIONS-BASED TRANSITION PLAN

PHASE 0: FLATTENING THE COVID-19 INFECTION CURVE

PHASE 1:

IF LOCAL CONDITIONS:

Downward trajectory of documented local COVID-19 cases for a 14-day period

Local hospitals can treat all patients without crisis care

Robust local testing program in place for healthcare workers, first responders and symptomatic personnel

AND INSTALLATION CAPACITY:

Limited Health Protection Condition (HP-CON) "CHARLIE" Measures

Adequate Personal Protective Equipment (PPE) and cleaning supplies on-hand

Ability to conduct contact tracing for any personnel testing positive for COVID-19

Ability to maintain social distancing and availability of face coverings

Child Development Centers capable for limited service

THEN MISSION DEPENDENT:

Telework strongly encouraged – limited return of no more than 25 percent of personnel, mission dependent

Maintain telework options for personnel in vulnerable population and other individual considerations

No gatherings of greater than 10 personnel

Limited or no access to food services, common/break areas and fitness centers

PHASE 2:

IF LOCAL CONDITIONS:

All Phase 1 criteria met or exceeded

Continued downward trajectory of documented local COVID-19 cases for 14 days after implementing Phase 1

AND INSTALLATION CAPACITY:

All Phase 1 criteria met or exceeded

Child Development Centers capable for meeting additional demand based on organizational needs.

THEN MISSION DEPENDENT:

Telework encouraged – limited return of no more than 50 percent of personnel, mission dependent

Maintain telework options for personnel in vulnerable population and other individual considerations

No gatherings of greater than 50 personnel

Limited access to food services, common/break areas and fitness centers

PHASE 3:

IF LOCAL CONDITIONS:

All Phase 1 & 2 criteria met or exceeded

Continued downward trajectory of documented local COVID-19 cases for 14 days after implementing Phase 2

AND INSTALLATION CAPACITY:

All Phase 1 & 2 criteria met or exceeded

Child Development Centers capable for authorized personnel

THEN MISSION DEPENDENT:

Return of up to 75 – 100 percent of personnel, mission dependent

Assess specific duties and functions which may be performed on long-term telework, consider new normal with increased telework

Vulnerable population may return to the work place; encouraged to avoid crowded areas

Gatherings of no more than 100 personnel with limited social distancing where possible

Food services, common/break areas and fitness centers open with limited social distancing protocols