

ALA Return to Office Plan

Frequently Asked Questions Document

December 10, 2021

These FAQs will be updated and shared on a ongoing basis.

In Office Work Assignments

Starting Tuesday, January 12th, 2021, as depicted through the end of the fiscal year August 31st, 2021, ALA is adopting a hybrid office strategy. Employees are expected to work two consecutive days per week in the office—on Monday and Tuesday or Wednesday and Thursday. Departmental Directors and heads at other sites will coordinate two consecutive days a week to their staff in a way that meets their needs. A meeting to the table is expected to be discussed with supervisors, department heads, and HR before approval. The week of January 18th, 2021 will be a "roll out" week for Tuesday and Thursday. The Monday and Wednesday and Thursday schedules will start full the week of January 19th.

It is expected that this change will be a gradual process and that the staff will be supported during this transition.

As noted, ALA's regular posted schedule is as follows: a 9:00am to 5:00pm.

It is expected that this change will be a gradual process and that the staff will be supported during this transition.

It is expected that this change will be a gradual process and that the staff will be supported during this transition.

It is expected that this change will be a gradual process and that the staff will be supported during this transition.

It is expected that this change will be a gradual process and that the staff will be supported during this transition.

It is expected that this change will be a gradual process and that the staff will be supported during this transition.

protocols

ALA will continue to follow state, local, and federal guidelines related to COVID-19. Please refer to the ALA website for the most up-to-date information. Employees are encouraged to ask their supervisors for more information. All employees are asked to eat meals in the cafeteria, and to use the restroom facilities.

It is important to note that the physical distancing guidelines, such as the use of masks, are still in effect. Employees are expected to wear masks at all times in the office. If you are unable to wear a mask, you will need to take a sick day as usual. Staff who feel unwell should stay home, and will need to be notified of this with their direct supervisor as soon as possible. Any employee that is exposed to someone with COVID-19 should report that immediately to their manager and to HR.

De sit i #afete ia a d kest oo s Hk ill p o ide ad i e of apso ho a people a e allo ed i the afete ia o ath oo ata ti e is dete i ed to e e essa .

#ha gesto i p o e e tilatio s ste sha e ee i ple e ted at : The uildi gla dlo d has i ple e ted p oto ols that suppo t the #D#'s guideli es <https://www.dhs.gov/operations/operations-unit/evaluation.html> a d ill e espo si le fo o goi g ha ges.

A e ALA's #O+ID safet poli ies tied to P eside t" ide 's e OSHA ules [sou e](https://www.osha-slc.gov) , a d if so, ill ALA's poli ies ha ge if OSHA's ules ha ge e.g, as a esult of the la suit fo Te asa do the states u e tl i the 7ifh #i uit #ou t of Appeals? The safet poli ies a e tied to a e ie of the a aila lee pe t s ie tifi ie sa d the a i e a date is fi .

† he ill supe iso sk o if the ha e so eo eo thei tea ho has ot sho p oof of a i atio a d does ot ha e a e e ptio , so the a pla the o k? Afte the De e e th deadli e he Hk has ee a le to e ie the uploaded p oof of a i atio e ui ed.

ALA ill also o ti ue to o se e the e o e ded pe iods fo ua a ti i gi the e e to f k o o susped #O+ID e posu eo t a el to a eas dee ed #O+ID hotspots.

Staff t a eli g to egio side tified the #D# as #O+ID hotspots should ale t thei a age s ahead of t a ela d ua a ti e fo the e o e ded pe iod upo etu .

The ALA offi e spa ei #hi ago i ludes e i a oo sa do the s alle spa es ith doo s that a e used fo i tual eeti gs.

T kth

As the #hi ago head ua te soffi e isa e spa e, the e ill e o oa di g fo staff the fi st eek of offi e etu a d o ti ui gi to the fi st o th. O oa di g ill o e use of pi te sa de uip e t, eeti g oo s, ail d op off a d pi kup, ke a da ess, et . So e of this o oa di gi fo atio is al ead eated a d ead , o e isu de a , a d still o e ill o ti ue to e de eloped as staff etu a d o e uestio s a e aised as e sta t to use the spa e togethe . Please keep sha i g uestio s ith ou supe iso so e a aptu e the . Ve staff at all sites should also e ei e o oa di g suppo t upo etu to the offi e.

Te ps ill e hi ed th ough Hk, hi h is espo si le fo e su i g that all te ps o i g to the spa e follo the sa e p oto ols as egula e plo ees. Please o ta t Hk if ou eed i depe de t o t a to sto o e to the offi e. I ge e al, isito sa e dis ou aged at this ti e.

<

a

gtea