

JFS 2021 Summer Transition Plan July 6-September 8, 2021

Disseminated to JFS Staff on June 14, 2021

Overview

JFS is excited to transition back to in-person operations and services over the summer as the COVID-19 pandemic eases. This document provides information for employees about the Summer Transition Plan July 6-September 8, 2021. The overall goal is to ease into office-based operations and in-person services prior to our full return on September 9. The Summer Transition plan is based on COVID guidance from the [Minnesota Department of Health](#)¹ (MDH) as well as staff input and manager decisions. This plan will be modified as needed and changes will be communicated to all staff immediately. JFS employees are responsible for understanding and following the information in this plan. Questions should be directed to Ruth Olkon, CEO.

JFS Building Hours

- The building is open to staff, visitors, and clients Monday-Thursday, 8:30-5:00.
- Services will remain remote on Monday evenings and Friday. Staff who normally work Monday evening and Friday will continue to work remotely during those times.

Work Location

- The administrative team (Ruth, Tim, Debbie, Vitali, Miriam, Receptionist) will work in the building during open hours.
- Other staff may voluntarily work in their assigned offices based upon their office work schedule. Each person's office schedule will be determined by the employee, office mate (if applicable) and manager.
- Staff working 4 or 5 days remotely may voluntarily work in the shared workspaces.
- The [office assignments](#)² document provides your assignment for office/workspace in the JFS building. These assignments were determined by many factors—space availability, employee preferences, job duties and needs of manager and team.
- Some offices are shared but only one employee will work in an office at a time (except for shared work rooms, where capacity will be reduced). Office mates should work out their schedule with input from their managers.

Health Guidelines

- All employees and visitors must follow these health guidelines based on MDH recommendations. See [MDH Coronavirus 2019 \(COVID-19\)](#)¹ for additional information.
 - People who are not fully vaccinated for COVID (as defined by [CDC](#)³) must wear a face mask and maintain physical distance of at least 6 feet from others.

- Do not enter the JFS building if you have symptoms of COVID or test positive for COVID. People who have not been vaccinated and have had close contact with a person with COVID will also need to stay home and away from others.
- Visitors should notify JFS CEO Ruth Olkon (651-698-0767) immediately if they test positive for COVID within 14 days of the visit. Visitors who are not fully vaccinated should also notify the CEO if they have close contact with someone with COVID.
- Please sign in and out at the front desk upon entry. This will allow us to contact individuals if needed in case of COVID exposure. JFS' response to an employee or visitor case or exposure will follow current [MDH guidance](#)⁴.
- Employees should inform CEO Ruth Olkon if they test positive for COVID and follow current [MDH guidance](#)⁵ to stay home and away from others, even if you do not have symptoms, and to determine length of quarantine.
- Employees who are not fully vaccinated must also notify CEO Ruth Olkon if they have close contact with someone with COVID and follow current [MDH guidance](#)⁵ to stay home and away from others and to determine length of quarantine.

In-Person Meetings with Employees in the JFS Building or Community

- Employees may meet with JFS colleagues if they choose to do so. If you choose to meet with other employees in-person, please ask if they would like you to wear a mask and do so upon request.
- At the discretion of the manager, supervision and team meetings may be held in-person. In-person participation is voluntary and invitations to in-person meetings must include an option for virtual participation.
- All-staff meetings will remain remote.

In-Person Meetings with Clients and other Visitors in the JFS Building or Community

- Employees who are not fully vaccinated for COVID (as defined by [CDC](#)³) are not eligible to conduct in-person meetings with clients or other visitors in the JFS building or in the community.
- Employees who are fully vaccinated for COVID (as defined by [CDC](#)³) may voluntarily choose to offer in-person meetings with visitors (e.g. community partners, donors) in the JFS building or the community. Employees should ask if the visitor would like you to wear a mask and do so upon request.
- Employees who are fully vaccinated may voluntarily offer in-person meetings with clients in the JFS building or the community, including their homes, following the [current guidelines for in-person services](#)⁶. Please note that these guidelines have been updated.
- You must also offer a virtual option for meetings with clients or visitors.

COVID Vaccine

- The JFS [vaccine policy](#)⁷ (includes COVID vaccine) is in effect. JFS encourages all staff, clients, participants and volunteers to get vaccinated against COVID. Vaccination is one of the best things you can do to prevent getting or spreading COVID. See the [MDH COVID website](#)⁸ for more information about the vaccine and what you can do when vaccinated.

Remote Work Policy & Administrative Support

- Our normal policies and procedures will remain in effect, including our policy regarding [working remotely](#)⁹ and our [Coronavirus sick leave policy](#)¹⁰.
- Mail scanning will continue through the summer. This will discontinue on September 9 with implementation of the “New Normal” plan. At that point, if you work full-time remotely, please determine frequency of checking your mailbox with your supervisor. You will be able to continue to receive time sensitive materials upon request to the receptionist.

Referenced links:

¹ <https://www.health.state.mn.us/diseases/coronavirus/index.html>

² <S:\Coronavirus Updates\return to office based operations\office assignments\OFFICE ASSIGNMENTS.xlsx>

³ <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html#vaccinated>

⁴ <https://www.health.state.mn.us/diseases/coronavirus/businesses.html>

⁵ <https://www.health.state.mn.us/diseases/coronavirus/sick.html>

⁶ <S:\Coronavirus Updates\in person services\Final Staff Materials 6.15.21\Covid-19 Guidelines for In-Person Visits 6.15.21.docx>

⁷ <S:\Policies & Procedures\All Staff\Vaccine Policy.doc>

⁸ <https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html>

⁹ <S:\Policies & Procedures\All Staff\Remote Work Policy 3.20.docx>

¹⁰ <S:\Coronavirus Updates\Policies and Procedures\Emergency Sick Leave Policy - ending.docx>