

CREDIT UNION COVID-19

CREDIT UNION RE-OPENING POLICY

In line with Vermont re-opening of businesses, including credit union lobbies, [credit union] has developed a policy to safely re-open its business operations beginning [date]. Consistent with federal, State, and local regulations and guidance, [credit union] has instituted the following requirements for employees reporting to work:

- Employees must check themselves for symptoms prior to reporting to work, and must stay home if not feeling well.
- Employees must have a health assessment upon arrival for work and have their temperature checked upon arrival for work. If an employee's temperature is higher than 100.4° or has symptoms of COVID-19 the employee will be asked to return home.*
 - Health assessments should occur for all employees at the beginning of each work shift.
 - Recommendation for two employees to perform this function.
 - Ensure that the employees are comfortable performing the function.
 - For each questionnaire completed, keep in a separate Employee file.
 - It is recommended to keep a separate Employee COVID-19 file that is strictly used for items such as the Questionnaire and any other matters related to the pandemic.
- Employees who do report to work will be asked to adhere to strict sanitation guidelines including frequent hand washing and cleaning and disinfecting all workspaces and common areas.
- Employees will be required to adhere to all social distancing guidelines, including maintaining a six-foot distance from colleague and customers, whenever possible.
- [credit union] has arranged for the use of Personal Protective Equipment (PPE) for employees and customers.

**All information recorded related to an employee's temperature and/or symptoms will be kept confidential consistent with the Americans with Disabilities Act (ADA) and other applicable laws and regulations.*

[credit union] is taking additional measures to keep employees safe, including:

- Frequent deep cleaning of the premises.
- Hand sanitizing stations and disinfectants throughout the premises for both employees and customers.
- Use of drive-thru services as extensively as possible.
 - Allow for appointments to be scheduled.
 - Allow for special accommodations for vulnerable people.
 - Encourage on-line banking if available.
- Enforce lobby operations of less than [redacted] members at a given time and maintain social distancing guidelines.
 - Mark lobby flooring with tape to allow for defined flow of traffic.

- Limit open teller stations to allow for social distancing.
 - Allow for outdoor waiting lines if lobby is too small.
 - Allow members to sit in cars and text them when it is their turn.
- Limit lobby seating arrangements.
 - Close all common areas.
 - Remove any coffee station or similar gathering area.
 - Close or limit access to any cafeteria area for employees.
- Require employees and customers to utilize PPE.
- Minimize non-essential business travel.
- Grant teleworking requests, when possible.

Please contact your Supervisor with questions or concerns regarding this Policy.

With your help, we can keep our business operations running safely and efficiently.

Thank you.

[credit union]