

**CREDIT UNION COVID-19
RE-OPENING POLICY
EMPLOYEE COPY**

In line with State of Vermont directives on business re-openings, [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 Screening Questionnaire performed and temperature checked upon reporting for work. If an employee's temperature records higher than 100.4° or has symptoms of COVID-19 the employee will be asked to return home.*
- 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 colleagues, visitors and members whenever possible.
- [credit union] has arranged for the use of Personal Protective Equipment (PPE) for employees, visitors and members.

**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, visitors and members.
- Encouraging use of drive-thru services as extensively as possible.
- Limiting lobby occupancy to [redacted] members at any given time and maintaining social distancing guidelines.
- Limited open teller stations to provide for social distancing.
- Limited lobby seating arrangements.
- Employees, visitors and members are required to use PPE.
- Non-essential business travel is restricted to unless approved in advance.
- We'll 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]