



Shodair
CHILDREN'S HOSPITAL

Return to Work Guidelines

June 1, 2020

Returning to work after COVID 19 may look different than it did before. This pandemic provided us the opportunity to rethink how our work gets done and how we deliver services. We continue to follow Governor Bullock's recommendations on the phases, timeline, and reopening of the State.

- Not all employees can return to work at once. Therefore, working with your supervisor, determine feasibility of some or all of assigned tasks that can be accomplished while telecommuting.
- Some employees will return to the hospital full-time, either because their duties and responsibilities require it or because working from home doesn't fit with an individual's lifestyle.
- Some employees will work almost completely remotely.
- Some employees will establish a routine combining some of each.
- Regardless of the location of where your work is conducted, you must be responsive to emails, phone, calls and text in a timely manner.
- Supervisors will determine what works best with each employee.
- All decision must adhere to Shodair's telecommuting policy and pre-approved by supervisor.
- All employees must continue to wear masks while working throughout the hospital.

Vacations

- Any new vacation requests will go to your immediate supervisor for discussion and planning.
- All previously approved time off will remain approved.

Meetings

- Most in-person meetings will be postponed or will continue using digital platforms until mid-June or July.
- Meeting rooms throughout Shodair will have a limit of people based on the size of the room and will be communicated and posted at each room.
- The following list notes the capacity for each meeting space. Please adhere to these maximum numbers:
 - Table room 4 people
 - Couch room 8 people
 - Child library 8 people
 - Conf room A 20 people
 - Conf room B 10 people
 - Board room 10 people
 - Café (sitting) 10 people
 - Conf room C 6 people
 - Group therapy 10 people

