

## Wyandotte County KSRE Re-Entry Plan

The Wyandotte County K-State Research and Extension (KSRE) is committed to the health, wellness and safety of our staff, volunteers and community members during this COVID-19 public health crisis. March 16, 2020, in response to university, extension, KSRE and local governmental and public health recommendations, we moved all staff to remote work and closed the office to the public.

The County Extension Director (CED) has aligned all policies and procedures related to COVID-19 with local Unified Government and County Public Health Officials--unless University or KSRE mandates were more restrictive. The CED supplied the Unified Government (UG) assistant county administrator and KSRE regional director with requested plans and updates, as needed. In addition, the CED provided regular updates to the agents, Program Development Committees and board members via standard work communication channels, including cell phones when necessary.

According to a KSRE mandate, no in-person program, meeting, event or activities were allowed until after July 4, 2020. Until this time, Wyandotte Extension has remained closed to the public with staff access to the office limited to 1-2 persons practicing health department protocols, including face coverings, frequent hand washings and 6-foot social distancing. Prior to staff returning to the office and opening the office to the public, the offices and common areas, including 1208 and 1200 were cleaned and disinfected.

Upon the request of the UG, two staff were designated the Safety officer and Assistant Safety officer to serve as the liaisons between the UG and our Extension office. These individuals have completed the required training. Appropriate PPE materials have been ordered and signage prepared and posted in preparation for the reopening.

July 5, all staff may return to work at the regular hours. Staff deemed high-risk, will be allowed to continue working remotely on a case-by-case basis, as determined by the CED in accordance with the Wyandotte Remote Work Policy. In accordance with UG & Health Department protocols, staff, volunteers and visitors are expected to sign in and out, wear a face covering, answer posted health questions and provide temperature readings when entering the building. The office has provided staff with two reusable face coverings. The office has secured a limited amount of disposal face coverings in limited quantities for visitors who do not have a covering. Our officer is required to send the information for anyone denied entry to the Public Health Department, for a testing appointment.

Social distancing will be practiced in the office. Face coverings will be worn, except when in personal offices. The safety officers will coordinate the cleaning of common areas. Until deemed safe, individuals will be responsible for bringing their own food and beverages. No water or coffee will be available in the office. Staff are discouraged from sharing items and entering other staff's offices uninvited.

In person meetings should be limited to the recommendations of the Public Health department, in accordance with the 6-foot social distancing room. However, it is encouraged that meetings be held virtually whenever possible.

These protocols will remain in place until removed or lessened by our local UG administration and/or Public Health Departments.