

From: HR
Sent: Monday, March 16, 2020 4:01 PM
To: AGENCY
Cc: Mike Eastland
Subject: COVID-19 Update for NCTCOG Employees
Importance: High



North Central Texas Council of Governments

March 16, 2020

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick
- Wash your hands frequently with warm, soapy water for at least 20 seconds and avoid touching your eyes, nose and mouth with unwashed hands
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash. If you do not have a tissue, use the inside of your elbow or your shirt sleeve
- Avoid people who are sick with respiratory symptoms
- Clean frequently touched surfaces
- Avoid large crowds

NCTCOG provides alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. Other proactive measures have been implemented to ensure the safety of our campus which include increased cleaning protocols, including extra cleaning and disinfecting in high contact areas.

Meetings & Visitors:

Meeting in the NCTCOG conference center and offices with elected and appointed officials will be extremely limited. Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings. RIS support services are available to employees who need assistance with this technology. NCTCOG offices will be closed to all external parties except for mail delivery/pick-up and for parcel/package shipping and receiving.

Feeling Ill?

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill will be sent home in accordance with these health guidelines.

NCTCOG will consider, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Monitoring Information:

We have developed a team to review and monitor Coronavirus (COVID-19) information as it continues to be released. In order to ensure that all have access to the information, we have developed a SharePoint information page for all employees to review for updates. Please ensure that you provide your program area your updated personal contact information in the event that additional actions need to be taken. Save the following links:

- <https://nctcog.sharepoint.com/AA/SitePages/Communicable%20Diseases%20in%20the%20Workplace.asp>
[x](#) or visit
- <https://www.nctcog.org/agency-administration/separation-portal/employee-information-portal>

Please contact your Program Director or Human Resources with any questions or concerns.