

**To: All Employees**  
**Date: November 17th, 2020**  
**Re: Employee Pledge**

As part of La Plata County's Rise & Recover efforts to keep our community safe and reduce the rapid spread of Covid-19 among our friends, families and colleagues, we are asking all employees to be part of this important process.

### **Preventive Measures**

- Take all common-sense precautions against contracting and spreading COVID-19, we suggest:
  - Wash and sanitize hands frequently.
  - Maintain 6 feet of social distance (other than with immediate family/roommates in your home).
  - Wear a mask in indoor public settings and outdoor public settings where social distancing cannot be followed.
    - Handkerchiefs and buffs should not be worn. Double-ply masks that hook around the ears or around the head are best.
  - Wear a mask in private settings when social distancing cannot be followed (e.g, driving).

Initials \_\_\_\_\_

### **Mindful Socializing**

- In addition to the preventative practices above:
  - Prioritize socializing outdoors.
  - Avoid groups of 10 or more.
  - Avoid going out of your "bubble" or household when possible.
  - If you chose to engage in a public setting (e.g., restaurant, salon) avoid the "3 C's":
    - closed spaces, crowded places, and close contact settings.

Initials \_\_\_\_\_

### **Mindful Travel**

- Limit personal travel, prioritizing essential activities and travel.
- In advance of extended travel/time off requests, please communicate your plans to your manager.
- Be mindful of going outside of your "pod" when traveling.

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### **Communal Work Spaces**

- Wear a mask when entering the building, in all communal workspaces, and in all other designated areas.
- Hold all meetings via Zoom when possible.
- In-person meetings, when required, will take place with 6 feet of social distance and with all participants wearing a mask.
- When weather permits, hold in-person meetings outdoors.

Initials \_\_\_\_\_

**Screening, Reporting & Testing**

- When reporting for work, complete COVID Screening Log (Insert location here).
- Monitor your symptoms daily. If you have concerns in between reporting times, please contact your manager.
  - You must be symptom-free for 72 hours before you are allowed to return to work.
- We suggest that you register your phone with CO Exposure Notifications (free app)
  - iPhone users can enable CO Exposure Notifications in their phone settings by finding Settings > Exposure Notifications > United States > Colorado.
  - Android users can download CO Exposure Notifications on the **Google Play store**.
- Utilize the free local testing program if you have concerns about symptoms or exposure, and communicate the testing plan with your manager.

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**State of Colorado Guidelines**

- Refer to and follow Colorado Executive Order guidelines if you qualify as a “Vulnerable Individual” (e.g., immunocompromised, pregnant, or as determined by a licensed healthcare provider).
- Refer to and follow all other guidelines as applicable in the Colorado Executive Order.

Initials \_\_\_\_\_

**Acknowledgment & Agreement**

- I understand that the expectations outlined herein are key to supporting the health of colleagues, their families, our community, and the company as a whole.
- I understand that not following the Code of Conduct may result in disciplinary action, up to and including termination of employment.
- I agree to follow these expectations and report to my manager immediately if I have questions, relevant information, or concerns.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_