

# WCRC's COVID Protocol – Winter 2022

Effective December 9, 2021 Until Further Notice

If you are experiencing COVID-19 symptoms, test positive for COVID-19 or have had “close contact” with a COVID-19 positive person, **DO NOT** report to work. **Contact your supervisor and Nicole Peterson, (734) 255-0818, immediately for further instruction.**  
Nicole is available 24/7 for COVID-related calls, including weekends and holidays.

Social Distancing	Masks	Time Keeping
<ul style="list-style-type: none"><li>• Field employees should report directly to their assigned vehicle before each shift and “clock-in” with supervisor via phone or email. Work will be assigned in advance via text, phone call or email from supervisors.</li><li>• Social distancing of at least 6 feet is required for all employees when inside a WCRC facility, regardless of vaccination status.</li><li>• Entering a workspace that isn’t assigned to employee is prohibited. (cubical, office, vehicle, bay, etc.). Markings are placed on the floor in front of office or cubicles to mark appropriate social distance.</li><li>• In person, indoors, work-related meetings are prohibited. Employees are directed to use phone calls, Microsoft Teams or other virtual means to conduct business.</li><li>• Conference rooms and break rooms will be closed to group gatherings.</li><li>• Holiday luncheons are prohibited.</li><li>• Access to shop and stockroom remains restricted to supervisors.</li><li>• One operator is assigned to one vehicle. If vehicle sharing is absolutely unavoidable, masks must be worn by all occupants regardless of vaccination status.</li><li>• Equipment and tool sharing is discouraged but if sharing is required, each piece should be sanitized before and after use.</li><li>• Work-related travel outside Washtenaw County is discouraged.</li></ul>	<ul style="list-style-type: none"><li>• Masks must be worn inside a WCRC facility whenever an employee leaves their assigned workspace (office, cubical, vehicle, mechanic’s bay, etc.).</li></ul>	<ul style="list-style-type: none"><li>• Kiosk time keeping and materials will be entered by the employees’ supervisor or foreman.</li><li>• Internal processes that can be conducted electronically, should be conducted electronically. Examples: invoices, job bids, etc.</li></ul>

Employees in violation of these temporary work rules will be subject to progressive discipline.