



## Virginia Cooperative Extension Local Office Re-Opening Guidance May, 2020

Virginia Cooperative Extension Administration is conscious of the need to be cautious when providing guidance for re-opening local offices in the wake of COVID-19. VCE has a history of strong partnership with county and city governments and desires to be community minded as decisions are made to re-open local offices. The health and welfare of our clients and employees is of paramount importance as this transition is made. Therefore, the following guidance is being provided to help with the transition to re-opening Extension offices. Unit specific situations should be discussed with your District Director.

1. Actively encourage vulnerable and sick employees to continue to stay at home.
2. Schedule rotational staffing to ensure that the local office is staffed during normal business hours, while other staff/faculty members continue to telework.
3. Continue to provide services through contactless methods.
  - a. Drop-off boxes for samples and pickup for publications, etc.
  - b. Conduct business via Email or phone
  - c. Utilize virtual/distance methods for delivering educational programming
4. Establish appointment only protocols for face-to-face meetings with individual clientele when that is a necessary approach to provide service.
5. Utilize internal/external offices spaces for individual meetings that allow for proper social distancing practices.
6. Control access to the office by securing public entry doors where possible.
7. Establish enhanced cleaning and disinfection practices in the workspace.
8. Continue to adhere to recommended social distancing guidelines when interacting with co-workers and clientele (Examples: personal spacing, hand washing, physical barriers where feasible, use of PPE where appropriate, etc.).