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To: [FMFCD](#)
Subject: COVID-19 Update - New Procedures for Office staff
Date: Wednesday, April 01, 2020 11:25:10 AM
Attachments: [FCDPHNonMedicalEmployerScr Final.pdf](#)

Staff

We are in the middle of a transition to work at home assignments. Your office computers are being outfitted with a VPN connection to access the District's servers. IT will be giving you instructions on how to use them when you are set up at home. Unfortunately, there will be some folks that may be unable to work from home or need to be at the office for various reasons. The Fresno County Health Officer has issued an Order that all employees that are working in the offices of "Essential Services" must fill out a screening form to document that they are not sick or have COVID-19 symptoms. These forms will be available at the front counters of each building. If you will be working at the office or need to enter the office, you must fill out this form prior to going to your work area or upon entering either building. To facilitate this, staff in Building 2 must for the foreseeable future enter from the front door upon your arrival at the office in the morning. This requirement will be implemented tomorrow morning and is mandatory for all employees. Please maintain social distancing when filling out the forms (one or two at a time at the counter) or take a form with you each day and fill it out in your car upon reaching the office. A copy of the form is attached for your review.

We have purchased thermometers that will be arriving in the near future. For the time being, if you have a thermometer at home, please take your temperature prior to leaving home and document it on the form. When the thermometers arrive, we will have them at the front counter, with the forms, so you can take your temperature and document it on the form. Follow the instructions for keeping the thermometer clean after each use.

A work at home environment will be extremely different for us. You will be self-monitoring your work day. It is important that you check in with your supervisor each day to keep them apprised of your work tasks and for any information they may need to share. You may also be traveling to the office periodically to retrieve work or drop off work. Remember that the protocol for entering the office does not change for work drop-offs or pick-ups. Fill out the screening form **anytime** you enter the building for the first time each day.

While the District has two phone conference numbers, they will not be available for staff group meetings. Instead, I recommend that each employee set themselves up with [Zoom](#). It is a very effective free conferencing platform on the internet where each individual can be seen, if you have a camera on your device. The free service is limited to 40 minutes. Your office desktop computers will not have a camera in their monitor, so you may need to use your cell phones for this functionality or a laptop or iPad. Please talk with your supervisor

about the need to have this functionality while you are at home. If you are using or have a laptop or iPad at home , they generally have a camera and it works well for Zoom conferences. When connected to the VPN, your office email will function as if you were at the office due to the connectivity. It is recommended that you not be connected to the VPN for Zoom conferencing or your connection will be extremely slow as its passing through our District intranet and not your home internet, which will be much faster. IT should be contacted if you have any questions regarding computer functionality during this work at home period.

We will continue to communicate any changes through your supervisors or with emails, so the office doesn't have to call all employees. More specific instructions maybe coming from your supervisors.

I appreciate your understanding as we transition to this new work environment. Please keep safe and maintain the directions from CDC and our local Health Officers.

I thank you in advance for your attention to these matters.

Alan

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