

SAFE RETURN TO WORK (RTW) STATUS UPDATE

As of July 2, 2020

STEP 1

CREATE & IMPLEMENT THE WORKSITE PLAN

- ✓ COMPLETE THE CHECKLIST
- ✓ ORDER PPE FOR STAFF
- ✓ POST SIGNAGE AT WORKSITE
- ✓ WALK-THROUGH WITH GENERAL SERVICES AND HUMAN RESOURCES

Departments Currently in Process:

City Attorney
Mayor
PRCSD

STEP 2

IDENTIFY EMPLOYEES RETURNING TO WORK

The following departments have employees that remain furloughed:

Finance
CEDD
Library
Public Works
PRCSD

STEP 3

SEND RECALL LETTERS

TOTAL NUMBER OF FURLOUGH EMPLOYEES RETURNING TO WORK:

101

TOTAL NUMBER OF FURLOUGHED EMPLOYEES:

48

Upon return, all employees will receive a walk-through of site modifications from the Facility Coordinator and be required to watch the RTW Safety Video.

DEPARTMENTS THAT HAVE NO FULL-TIME EMPLOYEES REMAINING ON FURLOUGH

City Attorney	City Manager's Office	Fire	General Services	Human Resources	Police	Public Utilities	City Clerk
Information and Technology	Mayor's Office	City Council					

NOTE: Departments may be noted in multiple stages based on the status of different divisions or work locations.

Last Updated 7/2/2020