

# SAFE RETURN TO WORK (RTW) STATUS UPDATE

As of June 17, 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	City Clerk
Library	Mayor
Human Resources	PRCSD

## STEP 2

### IDENTIFY EMPLOYEES RETURNING TO WORK

The following departments have identified RTW dates for a portion of furloughed employees:

Library  
Museum  
PRCSD (fulltime staff)

The following departments have employees that remain furloughed:

Finance  
CEDD  
Library  
Public Works  
PRCSD (part-time staff)

## STEP 3

### SEND RECALL LETTERS

Recall letters have been sent for the following departments:

CMO (2)	CEDD (3)
Finance (3)	Library (21)
Museum (6)	Police (13)
PW (1)	PRCSD (24)

TOTAL NUMBER OF FURLOUGH EMPLOYEES RETURNING TO WORK:

# 73

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 Department    General Services    Human Resources    Public Utilities

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

Last Updated 6/17/2020