

# DOC Reentry Frequently Asked Questions (FAQs) for Managers

## Additional Resources:

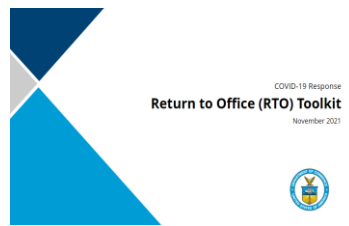
- [DOC COVID-19 Information Hub](#)
- [DOC Employee Assistance Program](#)

## What to Know as a Manager During Reentry:



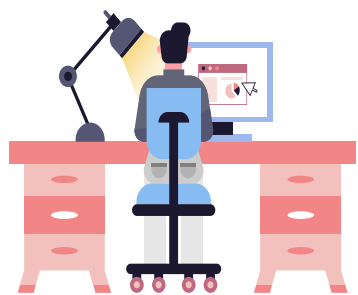
### What's my role as a Manager during DOC's Reentry Process?

As a manager, you will be a resource for employees who have questions, comments, or concerns about reentry, but you will not be expected to have all the answers. DOC and Bureaus will provide all managers with the tools, resources, and information required to help facilitate the reentry process, as well as pathways to escalate common employee concerns and remaining questions.



### What resources will DOC provide to managers?

DOC and Bureaus will provide all managers with a Return-to-Office (RTO) Toolkit containing resources on health and safety in the workplace, communication tools and employee engagement resources, and mental health support information. Additionally, DOC and Bureaus will provide all staff one-pagers and signage, broadcasts, videos, and host town halls to support reentry.



### How can I best manage my team and encourage collaboration in a hybrid environment?

Managers can use many strategies to engage employees and build meaningful connections, including conducting employee check-ins, embracing technology, and utilizing the tools and resources within the RTO Toolkit.



### What should I do if an employee feels unsafe?

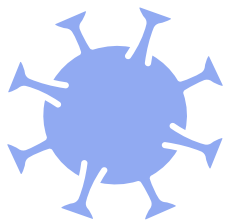
Concerns should be escalated to your DOC or Bureau COVID-19 Coordination Team. Additionally, employees can be directed to one pagers and other materials listing the steps DOC and Bureaus are taking to create a safe and healthy workspace.

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## What to Know as a Manager During Reentry:



**What do I do if an employee received a confirmed COVID-19 diagnosis, is presumed to be COVID-19 positive, or is exhibiting COVID-19 like symptoms AND occupied an Agency facility at any time and/or was on official travel?**

*If your employee reports a case of COVID-19 AND was on site at a DOC facility/workspace or on official travel:*

- ✓ *Notify appropriate DOC or Bureau POCs of the suspected or confirmed COVID-19 infection.*
- ✓ *Coordinate with your employee to identify close contacts and information on their last on-site visit.*
- ✓ *Instruct your employee to follow all CDC guidelines for what to do if you are sick and/or required to isolate.*
- ✓ *Instruct employees to follow DOC guidance regarding when they are allowed to return to the office.*
- ✓ *Do not provide any personal health information if other employees ask why their colleague must telework.*

*Guidance for fully vaccinated employees:*

- ✓ *Stay home and get tested 5-7 days after exposure.*
- ✓ *Keep your community safe by wearing a mask indoors and in public for 14 days following exposure or until test results are negative.*
- ✓ *The DOC requires individuals to telework for a minimum of five days and individuals cannot return on-site until they receive a negative antigen or PCR COVID-19 test. Please reach out to your supervisor to discuss alternate work arrangements if your job cannot be performed remotely.*
- ✓ *Monitor symptoms and seek emergency medical care if displaying any emergency warning signs.*

*Guidance for not fully vaccinated employees*

- ✓ *Stay home. Get tested immediately after being identified as a close contact and again 5-7 days after exposure if the initial test was negative.*
- ✓ *Keep your community safe by always wearing a mask.*
- ✓ *Quarantine for 14 days from the date of last known exposure and telework until you receive a negative COVID-19 test.*



**Where should I turn if I have a question?**

*Please reach out to your DOC or Bureau COVID-19 Coordination Team for all questions regarding the DOC Reentry process.*