
Minnesota Association for Justice

Memorandum

Date: May 1, 2020

To: MAJ Staff

From: Carla Ferrucci; Executive Director

CC: Mike Hall, III; Genevieve Zimmerman; Stacy Stennes; Kate Jaycox; Chuck Slane

Re: Phased Re-opening of MAJ Office and COVID-19 Preparedness Plan

Last week Governor Walz issued Executive Order 20-40 (attached) which declared that non-critical exempt businesses could re-open if they met certain guidelines. This memorandum outlines the guidelines the Minnesota Association for Justice (MAJ) is putting into place to open our business office safely over the next few weeks.

As per the order, staff are encouraged to work remotely whenever possible. However, we need to start opening our office slowly, with little to no interaction with the public or our members. Therefore, we will continue to refrain from holding in person meetings, events or litigation support until we receive revised guidance from Governor Walz, the Minnesota Department of Health (MDH) or the Center for Disease Control (CDC). This re-opening plan follows CDC and MDH guidelines and federal OSHA standards related to COVID-19.

Starting May ____, 2020 we will begin staffing the office daily with a single staff member during the business day. I propose the following schedule:

Day of the Week	Staff
Monday	Bryan Wallace
Tuesday	Rochelle Peyton
Wednesday	Carla Ferrucci
Thursday	Derek Lamparty
Friday	All Work from Home or Rotating

In order to limit the need for public transportation during this phase of re-opening, staff will use the parking space assigned to MAJ while working from the office. That space is on Level 7, Space #6.

OFFICE INTERACTIONS

The goal during this phase is to have one staff member in the office for most of the week but working alone. We understand that there may be a time when a co-worker will need to come into the office while someone else is working. In those instances, it is important that we communicate so that when staff overlap, we are prepared to take social distancing measures while sharing the office.

OFFICE SAFETY PROTOCOL

MAJ will have on hand:

- hand sanitizer
- disinfectant surface cleaner
- vinyl gloves
- masks for staff should you not have your own
- a thermometer gun

Staff are encouraged to self-monitor for signs and symptoms of COVID-19. MAJ has provided a thermometer gun in the office and staff should take their temperature when entering the office. If you have a fever (100.4 and higher) you must return home and not return to the office until:

- You have had 3 days (72 hours) without a fever and not using medications to reduce the fever.
- Improvement in respiratory symptoms (e.g. cough, shortness of breath); **and**
- At least 7 days have passed since the symptoms first appeared.

People with these symptoms or combinations of symptoms may have COVID-19*:

- Cough
- Shortness of breath or difficulty breathing

* [HTTPS://WWW.CDC.GOV/CORONAVIRUS/2019-NCOV/SYMPTOMS-TESTING/SYMPTOMS.HTML](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If you are sick and believe you have COVID-19, please click [HERE](#) for the self-screening tool and [HERE](#) to find your nearest testing site.

The Baker Center has implemented new cleaning and sanitizing procedures for the common areas of the building complex (see attached). In addition to those measures, we ask that MAJ staff take the following additional safety measures while working in the MAJ office:

- Wash hands often and for the recommended 20 seconds.
- Wipe down any work surfaces prior to your workday.
- Wear a mask whenever in the hallway, rest rooms, in the stairway or elevators. A mask is provided for you if you do not have your own.
- If you are using the elevator, try not to enter it with others.
- Use hand sanitizer when not able to wash hands.
- Maintain proper respiratory etiquette: cover your mouth and nose with your sleeve (elbow area) or a tissue when coughing or sneezing and to avoid touching your face, your mouth, nose and eyes, with your hands. Dispose of tissues in the trash and wash or sanitize your hands immediately afterward.
- Throughout the day and before you leave at the end of the day, sanitize the areas that you use: mailing machine, tables, chairs, doorknobs, door handles, remotes, light switches, copier etc.
- In the rare instance that more than one person is in the office at a time you must not share the same space unless you can stay 6 feet or more apart. Communicate with each other to stay 6 feet apart in common areas and be sure to sanitize the common areas as mentioned above.

REMOTE WORK

As we move into our new normal (for now) remote work has become part of our daily business operations. Until we can fully staff the office safely, we will work on a staggered schedule with some staff in the office and some staff working from home. The schedule above is likely to change, but we will provide the staff with ample advanced notice of those schedule changes.

Now that we have remote work, all staff will need to fill out and sign the attached 'Remote Work Agreement' and return to the Executive Director.

We need to be conscious and understanding of each other and realize we have co-workers dealing with childcare issues, illness, loss of loved ones, financial insecurity and other issues. We also must recognize that this sudden change to our day-to-day operations caused stress, and continues to do so. Therefore, it is important that we remain patient with each other and our varying abilities to adapt to change.

We will slowly return to work in the office over the next several months, taking our guidance from the Governor as well as national and local public health officials. Please contact me if you have any questions or concerns.

Carla Ferrucci: Executive Director
MAJ