



Workforce Issuance

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☒ **Policy** ☐ **Information**

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: April 13, 2021

Subject: **Public Access Planning: Items Needed**
✓ Floor Plan and Narrative for Public Access
✓ Information Needed for Security Personnel

Purpose: This issuance has been revised from the original (April 8th) version to include two additional questions. Due date for products has been extended to April 23, 2021.

To notify MassHire Workforce Boards, MassHire Career Center Operators, Directors, Operations Managers, staff and other workforce partners, of the need to submit comprehensive floor plan and specific information regarding the return of public access to career centers and information needed to finalize planning for temporary security personnel.

Background:

Restoring Public Access:

The MassHire Department of Career Services is working with the EOLWD Human Resources Department and the state labor unions to compile information regarding the configuration, physical layout, scheduling, and plans for the return to in-person services for each local area.

Thank you for your initial submissions; however, additional information may be required. While many local areas have submitted preliminary information, it is necessary to have comprehensive plans in place.

Security Personnel:

Directors have indicated that it would be helpful for security personnel to be on board to participate as part of the reopening planning team. With that in mind, additional information is needed to coordinate the hiring process with reopening to public access plans.

Please provide a target date by which you'd like to have security personnel on board for each MassHire Center in your local area.

MassHire Career Centers will be instrumental in recruiting and identifying eligible grant participants to fill the temporary security personnel positions; as such, a primary and back-up Single Point of Contact (SPoC) for each career center must be identified.

The MassHire Career Centers will serve as the worksites for the security personnel. A Worksite Agreement will be completed for each MassHire Career Center for this project. The following information related to the Worksite Agreement is needed:

- Name and email for Worksite Agreement signatory
- Name and email for Worksite Agreement Addendum signatory
- Organization Type

Action

Required: There are two action items required, as follows.

(1) Floor Plan and Checklist for Staff Presence and Public Access

The requirements listed below are from EOLWD Human Resources Department and the NAGE Union. Please review your plan submissions against the checklist and ensure that ALL of the essential elements are included.

Floor Plan

- ☐ Floor plan submitted to MDCS that shows the scale, occupancy & capacity numbers, size/square footage, travel directions and which areas/spaces in the floor plan are accommodating people on what type of rotation.
 - If the floorplan you previously submitted does not include all of this information, please update and re-send
 - **All floorplans are to be emailed to both Lisa Caissie and Leslie Seifried no later than April 23, 2021.**

Checklist

- ☐ Directional arrows have been installed for staff/customer flow, that include
- ☐ Social distancing indicators (floor decals, signage, etc.)
- ☐ Confirmation that required signage is posted:

- [Checklist for offices for required signage/posters](#)
- [Download Required signage/posters in multiple languages](#)

- ☐ Staggered schedule for staff return to office (What days/number of days each week)
- ☐ Staff communication – how will staff be notified of staggered schedule(s)?
- ☐ Written process for conducting daily staff health check (temperature checks, brief questionnaire, etc.)
- ☐ Planned target date for staff to begin to report in-person on a regular schedule
- ☐ Anticipated date to open the building for public access

Please complete the *Checklist for Staff Presence and Public Access Confirmation Form* (Attachment A) to confirm the checklist items listed above are in place.

The checklist should reflect your current status and plans; please update and resubmit as needed.

Checklists are to be emailed to Lisa Caissie Lisa.J.Caissie@detma.org and Leslie Seifried Leslie.Seifried@detma.org no later than April 23, 2021.

(2) Security Personnel

A spreadsheet has been made available for you to enter information:

- Target date by which you'd like to have security personnel on board for each MassHire Center
- Information needed for the single points of contact
- Worksite Agreement information for each MassHire Center where security personnel will be in place

Please use the [COVID-19 Disaster Recovery](#) website to provide the information no later than April 23, 2021.

Effective: Immediately

Attachment: Checklist for Staff Presence and Public Access Confirmation Form

Inquiries: Please direct all questions to PolicyQA@Detma.org