

Idaho Public Television's Employee Informed Work Space Blueprint

Return to the Workspace Guidelines for Staff and Facilities

This abbreviated document describes some of the measures we are taking in each of our facilities and the policies that protect us all, including staff, members and visitors. Idaho Public Television will continue aligning with Governor Little's guidance, which is based on the CDC and other accurate sources given in the Idaho Department of Human Resources "[Return to Work and Stay Healthy Statewide Guide.](#)" This is a living, working document. Idaho Public Television is regularly monitoring and assessing the needs of our staff, our community members and our business operations. As needed, we will keep you informed of any new policies or changes made to this document (IdahoPTV's "*Return to the Workspace Guidelines for Staff and Facilities*").

The four pillars of Idaho's Return to Work and Stay Healthy Program are:

- Protecting Employees by following CDC, IDHW and local Health District advice to reduce transmission among employees.
- Maintaining Healthy Business Operations by implementing and training staff on policies & procedures and adhering to them.
- Maintaining a Healthy Work Environment by evaluating and instituting policies which protect both employees and members of the public.
- Encouraging Personal Responsibility through employee adherence to following both the CDC and IDHW guidelines for hand washing, observing physical distancing, wearing masks in common areas or in another person's work space when requested, and staying home when sick.

FREQUENTLY ASKED QUESTIONS

What health guidelines is Idaho Public Television following?

We are following the guidelines set forth in the "[Governor's Stages of Reopening Idaho's Economy Safely.](#)" This direction from the Governor follows both CDC and Presidential guidance and includes following protocols such as covering coughs, not touching your mouth, eyes or nose and recommends individuals practice physical distancing when not wearing masks. We are also utilizing a staggered return of the workforce to our offices. Please work with your supervisor to determine if and when you will return to work.

Will Idaho Public Television continue to allow telecommuting or establish a telecommuting policy going forward?

Yes. Idaho Public Television is allowing telecommuting going forward. For now, the current policies regarding Working from Home remain in place.

As Idaho enters the Governor's [Stage 4](#), on Monday, June 15, Idaho Public Television's staffed offices will be open to the public. Idaho Public Television will continue to allow telecommuting for the foreseeable future. If and when we increase the number of staff on site, we will have a staggered return of the workforce.

Am I required to wear mask/face coverings and/or gloves upon returning to my work area?

All employees, contractors, visitors, and guests are asked and expected to wear either [cloth or disposable face coverings](#) and to observe physical distancing recommendations while at Idaho Public Television's facilities, in common-use areas and where others may be present but where physical distancing is not possible. These areas include, but are not limited to: hallways, conference rooms, break rooms, stairwells, lobbies, production control, master control, engineering, and the distribution room. If employees, contractors, visitors, or guests do not have their own cloth or disposable face covering, they will be provided one from Idaho Public Television's agency supply. There may be exceptions to this protocol based on each individual's situation. You may either wear a [store bought or homemade version](#). All masks and face coverings should follow the guidelines set by the [CDC](#) and [IDHW](#), including guidelines on washing and wearing face coverings. If you do not currently have one, you will be provided masks for those times when you cannot practice physical distancing as explained above.

What office etiquette should I know about?

- Please cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the [CDC website](#).
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Other than electronics, dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet the [EPA's criteria for use against SARS-CoV-2](#) and are appropriate for the surface. To clean and disinfect electronics, please follow the manufacturer's guidance or [CDC guidelines](#).
- Avoid using other employees' phones, desks, offices, or other work tools and equipment when possible. If you must use community items, please clean and disinfect items before and after each use.
- Practice physical distancing by avoiding large gatherings, both at work and away from home, and maintain a distance of at least 6 feet from others whenever possible.

What services and/or procedures is Idaho Public television following at the Pocatello (KISU) and Moscow (KUID) sites?

As both KISU Pocatello and KUID Moscow maintain facilities on a university campus, Idaho Public Television is coordinating our procedures and policies to complement the universities' own "Return to the Workplace" guidelines. Both universities are following guidelines set forth by Governor Little and the CDC and so we do not foresee a conflict in employees adhering to the guidance set forth in this main document. Employees at both Pocatello and Moscow sites are expected to follow the guidelines presented in the IdahoPTV "Return to the Workplace" guidebook unless it is otherwise communicated to staff.