



# Workforce Issuance

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**Policy**    **Information**

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**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 8, 2021

**Subject:   Public Access Planning Items Needed:**

- ✓ Floor Plan and Narrative for Public Access
- ✓ Information Needed for Security Personnel

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**Purpose:** 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 21, 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.)

Please complete the *Checklist for Staff Presence and Public Access Confirmation Form* (Attachment A) to confirm the checklist items listed above are in place. Checklists are to be emailed to **Lisa Caissie** [Lisa.J.Caissie@detma.org](mailto:Lisa.J.Caissie@detma.org) and **Leslie Seifried** [Leslie.Seifried@detma.org](mailto:Leslie.Seifried@detma.org) no later than **April 21, 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 21, 2021**.

**Effective:** Immediately

**Attachment:** Checklist for Staff Presence and Public Access Confirmation Form

**Inquiries:** Please direct all questions to [PolicyQA@Detma.org](mailto:PolicyQA@Detma.org)