

Purdue Extension-Perry County Office Reopening Plan

The Extension office will operate under the following plan.

Per Purdue University guidelines, Extension Educators will work remotely, whenever possible through June 30. From July 1-Aug. 17, Extension Educators and NEP staff should work remotely when possible, but can return to work in their offices provided safety accommodations have been met.

The office manager will work in the office during regular office hours, except for lunch and necessary business outside of the office.

The part-time summer assistant will work in the office when necessary, with a temporary work station set up in the meeting room to allow adequate social distancing. Her job will require her to primarily work remotely.

The office will remain closed to the public until further notice. Clients will be served remotely or by drop off and pick up of materials whenever possible. If a client must enter the building, access is restricted to the designated area in front of the office manager's desk. This area will be marked and a Plexiglas barrier hung in front of the desk. A table will block clients from entering beyond this point.

When more than one person is in the office, all must wear a face covering, including clients. Staff who are alone in a private office with the door closed are not required to wear a mask.

All staff are asked to disinfect the restroom after using it and to wipe high touch areas such as door handles and light switches.

Pest control personnel will provide monthly service and will wear a mask.

Cleaning service is tentatively scheduled to resume on June 1. This will be reevaluated in late May and notification sent to the County Administrator regarding a request to change this schedule.