



The Office of
SETH MOULTON

Coronavirus Response Levels

	Level 1	Level 2	Level 3
Personnel	Staff may elect to work from home at their discretion, so long as it doesn't adversely affect their work or the function of the office.	Staff are required to work from home when not assigned an office staffing rotation. Exemptions at discretion of senior leadership.	All staff are required to work from home until notified otherwise, and may not return until cleared by a medical professional.
Offices	Decisions to reduce staff presence, close the office to non-staff, or close the office entirely will be at the discretion of senior leadership.	An office staffing rotation will be established for both offices by senior leadership. The office may be closed to the public.	All offices will be closed to the staff and public.
Events	Events by our office will require RSVPs & be limited to 50 people. A list of event attendees must be collected. Staff will not attend large events. Significant travel for events will be pre-approved.	Attendance at any event must be approved by the Senior Leadership, and events organized by our office must be conducted by phone or video only.	In-person event attendance will be prohibited, and events organized by our office will be conducted only by phone or video conference.
Meetings	Meetings will be conducted by phone or video as much as possible. Appropriate precautions (ex. hand washing, social spacing, not touching) required.	Meetings organized by our office will be conducted by phone or video, and in-office visits are limited to 10 people.	In-person meetings will be prohibited, and all meetings and business must be conducted by phone or video conference only.
Travel	Work travel outside of a staff member's duty station is approved by Senior staff. MOC travel will be assessed on a case-by-case basis.	Work travel outside of a staff member's office is suspended. MOC travel will be limited to trips between district and DC for congressional votes.	All work travel will be prohibited.
Comms.	Regularly update all constituents, employees, customers, suppliers etc with timely, accurate information, and amplify expert voices. Host an employee/customer tele-town hall within 24 hours of any decision to alter the normal operations, and conduct regular online town halls to provide information and answer questions. Publish office closure notices and continuity of operations plans so that employees and customers can access office resources by phone and online during closure, and build a resource tool kit for publication online and internally.		