



The Office of
SETH MOULTON

Coronavirus Response Levels

	Level 1	Level 2	Level 3
Personnel	<ul style="list-style-type: none">Staff may work from home without disrupting office function	<ul style="list-style-type: none">Staff required to work from home when not assigned an office rotation	<ul style="list-style-type: none">Staff required to work from homeMay not return until cleared by a professional
Offices	<ul style="list-style-type: none">Leadership directs any staff reductions and office closures	<ul style="list-style-type: none">Staffing rotation with 50% or less in officeLeadership may close office to public	<ul style="list-style-type: none">All offices closed to the staff and public
Events	<ul style="list-style-type: none">Limit events to 50 peopleRegister all attendeesPre-approve event travel	<ul style="list-style-type: none">Pre-approve any event attendanceOffice-organized events by video or phone only	<ul style="list-style-type: none">Event attendance prohibitedOffice-organized events conducted by phone or video
Meetings	<ul style="list-style-type: none">Meetings by video or phone as possibleMeeting precautions (e.g. hand washing, social spacing)	<ul style="list-style-type: none">Meetings conducted by phone or videoIn-office visits limited to 10 people	<ul style="list-style-type: none">In-person meetings prohibitedMeetings and business conducted by phone or video
Travel	<ul style="list-style-type: none">Pre-approve staff travelMOC travel reduced	<ul style="list-style-type: none">Staff travel suspendedMOC travels only from district to D.C.	<ul style="list-style-type: none">All work travel will be prohibited
Comms.	<p>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.</p>		