



Washington Electric Cooperative, Inc.

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RE-OPENING GUIDELINES

June 8, 2020

We are excited to re-open our doors to our valued members and communities. As Governor Scott gradually reopens businesses and lifts restrictions, we will be modifying our operations accordingly. In response to the latest orders our current operation plans are as follow:

Please adhere to the guidelines below as we make progress and open to walk in foot traffic. We will continue to update you as changes are made. Thank you for your patience and we hope you are all well and safe!

1. The office lobby doors will be open from **10 a.m. to 2 p.m.** Appointments are required if members need to come to the office outside the 10 a.m. – 2:00 p.m. timeframe.
2. Only **one member/member family** in the lobby at a time.
3. **Masks** are **required** to enter.
4. Please maintain **six feet social distancing** in the building.
5. Members are asked to continue to perform as many transactions online, via phone or by leaving payments in the drop box, as possible.
6. If members must pay in the office, they are asked to pay by credit or debit card. Cash is discouraged but can be put the night drop and a receipt can be requested to be mailed.
7. Members please be advised that WEC Employees are required to:
 - Report daily by text prior to arrival at work that they are healthy,
 - Wear masks any time they leave their workstations,
 - Encouraged to eat lunch outside, weather permitting, or at their workstations,
 - Not congregate in common areas such as the kitchen,
 - Report immediately to Safety Officer if exposed to COVID-19, employee will self-quarantine for 14 days and notify all who were working at the building at the time he/she was present.



Be well and please stay safe!

*A renewable energy provider. Owned by its members since 1939.
Washington Electric Cooperative is an equal opportunity provider and employer.*