



COVID SAFETY PLAN

Staff

Staff who are over 65 or who have a medical condition (or someone in their home has a medical condition) that impacts their ability to fight the virus are encouraged to work from home.

Staff who have any one of these symptoms (or someone in their home has one of these symptoms) should stay at home and either take a sick day or work from home: coughing, shortness of breath, fever. An exception can be made if the staff or someone in their home has medical clearance to come into the office because the symptoms they are experiencing are unrelated to COVID or another communicable virus (such as asthma or allergies, which could cause similar symptoms but are not communicable).

Staff who travel internationally should follow State Department guidelines for self-quarantining before returning to work.

Cleaning

Staff will clean their own work spaces daily.

Meeting rooms will be disinfected after each meeting.

Common areas and high touch items (handles, key pads, door knobs) will be disinfected at the end of each work day by staff assignment.

A cleaning company will clean the entire building 1X per week.

Social Distancing

Furniture positioning and signage in our lobby, reception and meeting areas will encourage social distancing.

Personal Protective Equipment

We will offer hand sanitizer in our lobby and meeting areas. Masks are available in the entry area for staff or guests who do not have one.

Staff and guests are required to wear a mask when meeting with others. Staff are not required to wear a mask in their own individual offices when working independently.

Meetings

Board and committee members may have the option of attending meetings in person or via Zoom. Members are asked to join virtually if they, or someone in their household, is experiencing any COVID symptoms. The number of people that can physically attend a meeting in the Board Room is 11. This includes any special speakers or presenters.

Guest groups using the Board room will only have access to the Board room and restrooms.

Guests using the Lower Level meeting room will only have access to the meeting room and restrooms. The kitchen is not currently available for use. Meeting size must be limited to 12 attendees, this includes any special speakers or presenters.

Any food served for meetings in any meeting room must be able to be served individually (not buffet style) and arrive already prepared.

The tables and chairs may not be rearranged in any meeting room, except by staff, as they are positioned to allow for social distancing.

These guidelines are subject to change as the State of Indiana and local guidelines are followed.

Last Updated: 7/29/2020