



Staff Policy Response to COVID-19 Precautions

As we implement “work from home” procedures, please remember we are professionals representing the business community, the location of your “office” doesn’t change our organizational expectations. During this time we are still open for businesses. You are expected to reply and be responsive the same as if you were in the office. Please remove any out of office messages unless you are sick or on vacation.

In the event that school or daycare closure impacts your availability during work hours, please contact your supervisor to discuss flexible scheduling and alternative accommodations.

Your supervisor will be in touch regarding your work plan and measurable objectives during this time.

For the next two weeks:

- Our offices and Visitor Center will be closed and all staff will work remotely.
- Please pick up any items you need to work remotely by today (3/16/20) at 3pm.
- Communicate with your supervisor if you need access to the building after 3pm on 3/16/20.
- Desk phones will be forwarded to your personal cell phones by Tuesday afternoon. All staff will be notified once this is established.
- No work travel, including in state travel.
- IF you travel personally during this time please let your supervisor know.
- If you are sick, and unable to work, please notify your supervisor as sick leave use will then apply.
- Please see your email from Entre regarding computer use and security while working from home.

- Megan will be sharing information about timeline for next week's check requests, invoices, payroll etc.
- Before the end of the day today, the Chamber will be releasing an official statement. Please do not share anything personally at this time. If you are uncertain about messaging, please contact Kelly.
- All meetings will be canceled or held by phone. Watch your email for additional instructions and communications information.
- We will be routinely monitoring and re-evaluating our plan.

Please note this information regarding emergencies from our Procedure Manual:

In the case of a disaster that causes the Chamber to vacate the Chamber office building for an extended period of time, the following procedures will be implemented to the best of management's ability.

Staff with laptops or home computers may be asked to operate from a home base for a period of time until other arrangements have been finalized. Every attempt will be made to resume normal operational functions as soon as possible.