

**Updated March 17, 2020**

## **COVID-19 Operational Plans**

The following guidelines and restrictions are put in place to ensure we are keeping our team and our clients safe. We will continue to reevaluate on an ongoing basis guidance from the Unified Health Command, CDC, and Riverstone Health and will communicate updates this guidance as needed.

### **A. Meetings/Events**

1. **Large Meetings/Events (>40)**—all planned large events (for the next 30 days) are hereby cancelled. Plans should be made to delivery content and materials via technology. Large meetings planned 60 to 90 days out should have a “plan-B” virtual meeting option outlined and ready to go. Determination of the go or no-go status of these meetings will be determined on a case-by-case basis, with a decision no later than 30 days prior to the event.

- B. Client/Partner Meetings**—conduct all client/partner meetings as virtual meetings unless otherwise determined. A handful of essential meetings, that may require in-person dialogue, may be considered only with proper social distancing accommodations. All scheduled in-office client meetings will be rescheduled as phone-call meetings, or by other means of communication as appropriate.

- C. Walk-In Guests**— In the event we have a walk-in guest, we will establish a check-in table requiring the guest to provide name and contact info so that we can arrange a phone-call or email communication with that guest later that same day.

- D. Internal Meetings**—internal communication is vital at this time. So, please conduct business internally using email, drop box, etc. Any essential in-person meetings will be conducted in accordance will all social-distancing protocols as outlined by Riverstone Health.

- E. Staff meetings**—the conference room has been set up for proper social distancing (under current guidelines) with a max capacity of 15 team members. In light of this limitations, we will also allow for a conference call option. Staff members are encouraged to choose the call-in option.

- F. Social Gatherings**—eliminate all professional social gatherings (related to your work and professional associations). Further, team members are strongly encouraged to eliminate all personal social gatherings out of respect for CDC’s encouragement to take personal steps to stop the spread.

- G. Active Covid-19 Cases**—as cases of Covid-19 cases are documented in Yellowstone County, please evaluate your contact history as appropriate. If there is a concern about your contact-history, please do not hesitate to notify the proper authorities and inform BSED immediately of any needed restrictions.

- H. School or Daycare Closure** – In the event your school or daycare closes, and you have to be at home to care for your children, we are implementing the following:

- a. Creating flexible schedules and alternative work site accommodations for the duration of the closure based on individual circumstances and needs.
- b. Temporarily include the closure of school and daycare as an approved use of paid sick leave if a team member is unable to work from home during this time.
- c. Understanding the need to lean into matters at home and to maintain as much work continuity as possible, we would anticipate team members are able to work for at least 24 hours each week. The balance of the week, if needed, may be taken as paid leave from personal accruals.

- I. **Compromised Health Concerns** - for individuals who may have compromised health concerns or are considered high-risk for contracting COVID-19, we are considering:
  - a. Creating flexible schedules and alternative work site accommodations based on individual circumstances and needs during the needed period of isolation.
  - b. Please note that medical verification may be requested
- J. **Option to work at home or in-office** – at this time, circumstances allow the ability to grant team members the option to elect working from home or in-office according to their preference. We ask that each team member notify both their supervisor and the Operations Director to declare their preference. Team members need to establish with their supervisor a workplan and schedule for the upcoming weeks and provide a copy to the Operations Director. Please note that the guidance previously set forth still applies and no one who is placed under quarantine or is feeling sick may enter the office. Instead, team members will assist in providing necessary documents and office items as needed.
- K. **Notice for Key Personnel** - we are putting the team on notice that the Executive Director may call for in-person meetings with key staff members on an as-needed basis and with proper social distancing.

**Other Reminders:**

- Follow the memo previously sent out that includes handwashing, cleaning, and social distancing guidelines
- Stay home if you are sick
- Work from home for at least 14 days if you have recently returned from travel to areas of active COVID-19 cases or have been around someone who is actively under a quarantine
- Clean your workspace with disinfectant at the end of each day
- Refrain from shaking hands and hugging.

**Additional Info:**

We have a few old laptops available for use should they be needed. Please coordinate with the front desk to check one out for at-home use laptop.