

PREPAREDNESS PLAN FOR CIRCUMSTANCES RELATING TO COVID-19

July 20, 2020

DECISION MAKING STANDARD

Ensure business continuity and delivery of first-class member services while demonstrating care for staff and member welfare, reducing the risk of exposure to and spread of COVID-19, and fulfilling our mission and vision.

TELEWORK CONTINGENCY PLAN

Due to the COVID-19 pandemic, staff will work in the office maintaining social distancing at all times. As we continue to monitor the situation we may go back to working remotely.

PRECAUTIONARY MEASURES IN PLACE

- A. Temperature checks of all staff daily.
- B. Temperature check for all visitors that come into building.
- C. Keep a record of all visitor's name and contact information in case of exposure.
- D. Ensure 6 feet between all guests at all times.
- E. Masks to be worn by all guests and by staff when 6 feet social distancing not available.
- F. Accept guests by appointment only.
- G. High traffic areas to be cleaned after each use. (i.e., door handles, chairs, tables, etc.)
- H. Disinfect the retail area after each use.
- I. Placement of visible and appropriate signage to communicate to the members that thorough precautions are in place.
- J. Limit the number of in-person meeting participants.
- K. Reduce sharing of work materials to greatest extent possible.
- L. Limit travel as much as possible.
- M. Deep clean office building weekly.

PLAN TO ADDRESS STAFF REPORTS OF COVID-19

- A. Steps to follow if a staff member has a confirmed case of COVID-19 or has been in contact with someone who has a confirmed case of COVID-19 in the past 14 days.
 - 1. Report the situation to CEO immediately.
 - 2. Identify who the infected staff member came in contact with in the building within the last 14 days.
 - 3. Require all staff to work remotely for 14 days. Encourage exposed individuals to be tested.
 - 4. Close the office to everyone for 24-48 hours to allow for proper cleaning of the office space.
 - 5. Deep clean and sterilize the building.
 - 6. Discreetly contact individuals identified by the infected staff member and require them to work remotely. Encourage exposed individuals to be tested.

7. CEO to prepare and send email message and Facebook post to inform members that an individual in the building has a confirmed case of COVID-19 and describe the steps the office is taking in response (i.e., require exposed individuals to work remotely for 14 days, evacuate building, deep clean).
- B. Steps to follow if staff returns from an area with confirmed case AND exhibits signs of illness.
1. The individual is not to report to the office, and if they do so, they should be immediately removed from the building.
 2. Individual required to work remotely, if able, for a 14-day period. If individual is too ill to work, company's sick leave policies apply.
 3. Ask, but do not require, a doctor's note to go on sick leave or to return to work. If an individual has a confirmed case of COVID-19, you may require a doctor's note to return, but you cannot be too prescriptive with regards to the format of the note (i.e., an email or call from the doctor is sufficient).
- C. Steps to follow if staff resides in a household with someone who has been quarantined.
1. The individual is not to report to the office, and if they do, they should be immediately removed.
 2. Individual must immediately inform Glenda Gasparine at 304-312-4568.