



Branch County Community  
Foundation

COVID-19 PREPAREDNESS AND RESPONSE PLAN

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## COVID-19 PREPAREDNESS AND RESPONSE PLAN

**Branch County Community Foundation** takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees, donors, and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. **Branch County Community Foundation** is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment including masks.

**Note:** **Branch County Community Foundation** may amend this Plan based on changing requirements and the need of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Donors
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).

## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

**Branch County Community Foundation** has designated Erica Heminger, Executive Director, as the COVID-19 Workplace Coordinator.

The Coordinators responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training staff on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR practices to ensure they are consistent with this Plan and existing local, state and federal requirements

## RESPONSIBILITIES OF Branch County Community Foundation

**Branch County Community Foundation** Executive Director must be familiar with this Plan and be ready to answer questions from employees. Additionally, **Branch County Community Foundation** expects that all employees will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. The Executive Director must encourage this same behavior from all employees.

**Branch County Community Foundation** will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

**Branch County Community Foundation** will:

- Keep everyone on at the office at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace:
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., printers, bathroom, kitchen).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.

- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
  1. The local public health department, and
  2. Any co-workers, donors, guests, or committee members who may have come into contact with the person with a confirmed case of COVID-19.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., printers, water cooler).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work **Branch County Community Foundation** understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their Executive Director immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should contact **Erica Heminger**.

### CDC Prevention Guidelines

The CDC has provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify the Executive Director immediately, and consult their personal healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify the Executive Director immediately and consult their personal healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-

19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines "close contact" as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a "prolonged period of time;" ( the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR Branch County Community Foundation

**Branch County Community Foundation** has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense - limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

### Minimizing exposure from co-workers

**Branch County Community Foundation** takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors:

#### General Education

- Posting CDC information, including recommendations on risk factors
- Providing tissues to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

## Social Distancing

- Limit in-person meetings. The office will be closed to the public and will require an appointment if in person meetings are necessary. Visitors to the office will be asked to wear a mask and/or adhere to social distance measures. (6 feet of distance between them and other visitors and/or staff members)
- Promote remote work as much as possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation and/or wear a mask.
- Consider use of masks and gloves
- Do not share food utensils and food with other employees

## Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and "suspected but unconfirmed" cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee's Executive Director that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - If no:
    - Notify employee's Executive Director only that employee is on a leave of absence for non-disciplinary purposes.
  - Regardless of yes or no:
    - Disclose identity of employee to any required notification to the health department.
- Notify employee's co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.

- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, committee members, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Arrange for a professional cleaning of the employee's workspace, immediate surrounding area, and areas likely visited (kitchen, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

### Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments (temperature checks) and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

### Actively encourage sick employees to stay home

- If an employee is sick Branch County Community Foundation encourages them to work from home until they are symptom free for 24 hours
- **Branch County Community Foundation** will follow state and federal guidance for return to work guidance
- Guidance from the employee's health care provider will also be considered

### If an employee has a confirmed case of COVID-19, Branch County Community Foundation ensures the following:

- We will communication with co-workers and any necessary third party (ie. Board Members, committee members, etc)
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- **Branch County Community Foundation** will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's personal health care provider will also be considered
- We will perform increased environmental cleaning and disinfection

- Employees should sanitize their work areas upon arrival, throughout the workday as needed, and immediately before leaving for the day
- We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- **Branch County Community Foundation** provides disposable wipes or spray and paper towel so that commonly used surfaces (for example, doorknobs, keyboards, printers, desks, other work tools and equipment) can be wiped down by employees before each use.
- Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
- Monitor and respond to absenteeism
- We have a flexible work environment where individual departments have the ability to work remotely and at different times.

## Minimizing exposure from those outside of our workforce including donors and committee members

- **Branch County Community Foundation** business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- **Social distancing practices to be observed:**
  - 6-foot distances are marked in areas where visitors might gather
  - In person meetings are to be made by appointments only
  - Limit the number of visitors, donors, board or committee members allowed into workplace
  - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between **Branch County Community Foundation** employees and customers will be considered in high volume areas (i.e. shielding at the front desk areas).
- **Branch County Community Foundation** will provide masks to customers as well as appropriate disinfectants so that individuals can clean work areas before and after use.

## Minimizing exposure from our vendors, visitors, donors, board members, and committee members

- All community and business partners that work within **Branch County Community Foundation** have been provided this Plan
- Masks may be available to visitors/vendors as well as appropriate disinfectants so individuals can clean work areas before and after use.
- All deliveries will be dropped off in the closed entryway.
- All out going packages will be placed in the closed entryway when possible, or taken directly to the post office or UPS store.

## Minimizing exposure from the general public

- Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where individuals might gather/wait
  - Limit number of individuals allowed into workplace
  - Minimize face to face contact
  - Computer workstations positioned at least 6 feet apart
- Information is posted **Branch County Community Foundation** facility educating individuals on ways to reduce the spread of COVID-19
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **Branch County Community Foundation** employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public as well as appropriate disinfectants so individuals can clean work areas before and after use.

This Plan is based on information and guidance from the CDC at the time of its development. The safety of our employees and visitors remain the top priority at **Branch County Community Foundation**. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, **Branch County Community Foundation** is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), and any other public entities.

Executive Order 2020-97 is outlined below ([click here for the full order](#)) along with industry specific guidelines for the following industries:

Please see additional content here if your business is in one of these sectors.

- Office: 22

## Offices Regulations

- a. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- b. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- c. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- d. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., kitchen), providing visual cues to guide movement and activity (e.g. locking conference rooms).
- e. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- f. Provide disinfecting supplies and require employees wipe down their work stations as needed throughout the day.
- g. Post signs about the importance of personal hygiene.
- h. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, whiteboards).
- i. Institute cleaning and communications protocols when employees are sent home with symptoms.
- j. Notify employees if the employer learns that an individual (including a donor, board member, committee member, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- m. Suspend all nonessential visitors.
- n. Restrict all non-essential travel, including in-person conference events.