



## PREPAREDNESS INFO DURING COVID-19

The Foundation will stay tuned to guidance from Federal, State, and/or local governments regarding current infection status in our area and let all staff know if the physical office needs to close for any length of time to aid in reducing infection rates. COO will be point on logistics and announcements.

The idea is to maintain critical functions and minimize human to human contact to the extent possible while coordinating with ill staff members, if any, to pick up tasks as needed.

### GENERAL GUIDELINES TO HELP EVERYONE STAY HEALTHY

- Employees who have symptoms of illness (e.g. active cough, fever, sneezing, chills) are asked to stay home and not come to work. Employees should be free of fever (anything 100.4° F [37.8° C] or greater using an oral thermometer is considered a fever), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) before returning to work. Employees should notify their supervisor and stay home if sick.
- Minimize face-to-face meetings. This may be a case-by-case call based on local conditions.
  - ✓ In the event a meeting is a large group event (registration by Eventbrite), coordinate with the team to either postpone or deliver the information via recorded ZOOM session, email, or other method.
  - ✓ For small meetings or one-on-ones, plan to call.
  - ✓ Remain flexible and move dates/ deadlines if necessary.
- For everyone's health and comfort while the virus is active, no handshakes or hugging. The Foundation will post guidelines for community visitors to our space asking them to respect this guideline as well. Increase personal space to 2-3 feet when interacting.
- WASH YOUR HANDS frequently (and every time after touching your nose or face) with soap and water for at least 20 seconds (long enough to sing the Happy Birthday song). Hand sanitizer is also located around the office.
- Cough etiquette is especially important for infection control measures. Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a waste basket. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
  - ✓ Note: Masks do not prevent you from getting ill if you are healthy. Masks, if available, are effective for sick people to help limit airborne particles while coughing or sneezing when away from home to seek medical care.