

## **Employee and Volunteer COVID-19 Pandemic Safety Plan (referred to as the IKC EVPSP)**

This is version 2.2, approved by the IKC Executive Committee of the Board of Directors on 10-Nov-2020. This is an update to version 2.1 approved on 30-Jun-2020.

**Guiding principles** for establishing the IKC EVPSP include the following:

- The plan will be consistent with our mission.
- The plan will take into consideration input from at least the IKC’s Personnel Committee, Executive Committee, and Staff.
- The plan is intended to be consistent with the IKC Personnel Policy.
- The plan will apply to IKC staff and IKC volunteers doing work on behalf of the IKC as defined by the IKC Personnel Policy.
- The plan will also apply as possible and in compliance with the IKC Personnel Policy for individual contractors and/or professional services contracted by the IKC, recognizing that IKC contractors and contracted services are not employees of the IKC.
- The goal of the plan is to utilize best practices, as known at the time of plan approval, to ensure the safety of and to provide safeguards to reduce the risk of contracting or transmitting the COVID-19 virus between:
  - IKC staff
  - IKC volunteers
  - IKC contractors
  - IKC contracted professional services and
  - People with whom the above interact while the above conduct IKC business
- The plan will, to the best of our ability, meet the minimum expectations of Executive Order 20-26, paragraph 4 “Requirements for All Businesses and Entities in Indiana”, issued by the State of Indiana on May 1, 2020 and the “Healthy at Work Phase 1 Reopening” minimum requirements for all businesses issued by the State of Kentucky on May 11, 2020.
- The plan will take into consideration and address, to the best of our ability, paragraph 5 of the above referenced IN EO, “Guidance for all Businesses/Employers”.
- The plan will be communicated to all impacted people doing work for the IKC and relevant portions will be communicated to the conference and the public.

### **Who to Contact:**

The Personnel Committee of the IKC Board of Directors is responsible to collect input, write, review, and revise this plan. The Executive Committee of the IKC Board of Directors is responsible to approve the plan. This plan will be reviewed and revised as determined by either the Personnel or Executive Committee of the IKC Board of Directors.

Questions, concerns, or ideas related to implementation, revision, or enforcement of the plan are to be directed to Chad Abbott, Conference Minister, or to Jill Olinger, Conference President and member of the Personnel Committee.

**Public orders:**

IKC staff are expected to follow orders issued by the states of Indiana and Kentucky, and by other local authorities, as applicable.

**Telework/remote work/work-from-home (WFH)**

Requirements for IKC Staff are addressed in the section "Meeting our Mission in a Remote Work Environment". IKC Volunteers are expected to do their IKC work in remote work environments, preferably from home, and to not come to the IKC offices unless absolutely necessary and only with notification to the Conference Administrator. IKC contractors, are likewise expected to do the same as volunteers. Professional contracted services for the IKC should coordinate their work with the Conference Administrator to also not enter the IKC offices unless absolutely necessary.

**IKC Offices at the Indiana Interchurch Center:**

The IKC portion of the offices at the Indiana Interchurch Center are closed to visitors until further notice. IKC volunteers and contractors are not to go to the IKC offices unless absolutely necessary and only after notifying and coordinating with the Conference Administrator.

The IKC offices at the IIC will only reopen for IKC staff when both of the following conditions are met. 1) The Marion county COVID-19 weekly score as determined and published by the state of IN (available at [coronavirus.in.gov](https://coronavirus.in.gov)) is either blue (0-0.5) or yellow (1-1.5) for at least three sequential weeks and; 2) the Conference Minister (CM) and Conference Administrator (CA) have agreed to re-open the office and have determined the schedule.

Since the IKC offices are in a relatively open shared space with the Disciples of Christ, the Conference Minister and Conference Administrator are directed to communicate with the occupants of the shared space to coordinate and develop a common understanding of how each of the two organizations will manage utilization and visitation of the office space to ensure visitors and staff of both organizations minimize the risk of contracting or transmitting COVID-19 and to share those common understandings with the IKC Personnel Committee and Executive Committee.

IKC staff should:Do not enter the offices if:

- They are currently sick or experiencing any symptoms that are consistent with COVID-19.
- Do not enter the offices if they have tested positive for COVID-19 until they are considered recovered or test negative.

At the office space:

- Plan the time in the office in a way that will minimize interactions with personnel from other occupants of the office space
- Before entering, wash or sanitize hands, and don a facial covering.
- Minimize touching hands to face.
- Maintain physical distancing from other occupants of the office.

- Utilize disinfectant wipes on common touch surfaces such as door handles, cabinet handles, the copier/printer, or kitchen surfaces before touching and after touching.

Upon leaving the office space:

- Wash or sanitize hands, preferably before removing the facial covering.
- Notify the staff member previously notified of intent to enter that you have now left the office space.

**Meeting our Mission in a Remote Work Environment/Work-from-home (WFH) and Travel Requirements**

The IKC staff are requested to work from home as often as the work they are doing can be done from a home-based environment or unless they are going to work in the IKC office at the IIC. If the work of the IKC staff requires them to travel, IKC staff are to follow the expectations given in the section below on Traveling for IKC work.

IKC volunteers and contractors are to work from home when doing IKC work until further notice.

The following will remain in place until further notice:

- Calls placed to the IKC office phone will be forwarded to the Conference Administrator's (CA) personal phone during usual business hours on the days the CA is working from home. The CA will continue to respond to messages left on the IKC phone line as usual.
- Connecting with IKC staff is to occur via phone, email, text, video conferencing, or other virtual or on-line mechanisms unless the staff are in the IKC office.
- Air travel by IKC staff for work purposes is prohibited until further notice.
- Personal air travel or international travel by any mode by IKC staff is to be reported to the Conference Minister. The Conference Minister is to report personal air or international travel to the Board Chair.
- Travel by automobile or means other than air is allowed within the IKC conference provided that the destination county is currently scored as either blue or yellow for Indiana or as green or yellow for Kentucky (<https://govstatus.egov.com/kycovid19>). Staff are requested to take into account their route and determine for themselves if the risk is appropriate to their situation. The IKC staff are asked to be aware of caseloads in the communities to which they will travel and are empowered to make a decision as to whether they consider it safe and reasonable to travel. If an IKC staff member deems the situation not safe for them despite the counties having met the above criteria, the staff member is empowered to decline the travel. IKC staff are encouraged to consult with each other and with the CM if they have concerns about making these decisions.
- IKC staff are expected to practice the following safeguards when they do travel and are encouraged to discuss and set the following as expectations of any person or group they are traveling to meet:
  - Wear a facial covering in the presence of other people
  - Practice good personal hygiene including hand washing and using hand sanitizer
  - Practice physical distancing as directed by health authorities when in the presence of other people

- Do not share food offered by people with whom they are meeting
- Create a list of names for people they interact with that would be considered a close contact in the event this is needed for contact tracing
- IKC staff are requested to also follow these best practices as a way of reducing the likelihood of contracting or transmitting COVID-19:
  - Limit the number of people with whom they meet to only those necessary for the work, preferably no more than 10, or
  - If meeting with a congregation, request that the congregation practice the safeguards described above as well as the majority of safeguards described in the IKC guidance to congregations for gathering in-person
  - Limit the duration of meeting with other people. The more people, the shorter the preferred duration. IKC staff are empowered to set limits as they feel are safe.
  - Meet with people in well-ventilated areas, outdoors if possible.
  - Utilize the risk assessment tool maintained by Georgia Tech, (<https://covid19risk.biosci.gatech.edu/>) to aid decisions regarding travel and meeting groups of people. If the tool indicates that the risk of at least one person attending the event is COVID positive in the destination county is greater than 25% with an ascertainment value of 10, the staff member is encouraged to not attend the meeting or event in person and to find an alternate means of meeting the need.
- IKC staff are empowered to determine if a situation does not feel safe to them and to make the choice to leave rather than stay in order to accomplish their work.

### **In case of infection or contact with a person infected with COVID-19**

Personnel are required to follow the IKC Personnel policy with regards to illness.

Personnel who develop symptoms consistent with the COVID-19 virus are directed to follow current public health authority guidelines for diagnosis, treatment, and isolation. Personnel are also strongly encouraged to cooperate with contact tracing efforts by their respective public health authorities.

Personnel who have had contact with a person known to have had COVID-19 are strongly encouraged to seek diagnosis and are required to self-isolate according to guidance by their respective public health authorities.

Any person, whether an IKC staff member, IKC volunteer, IKC contractor, or IKC contracted professional service who has been into the IKC offices while infected with COVID-19 is to immediately contact either the Conference Minister or Conference Administrator with this information including the date of entry into the offices while ill.

### **Communication, Training, Learning, Adjusting**

- The plan will be communicated to IKC staff and the Board of Directors within one business day after approval by either the Conference Minister or Conference Administrator.
- The plan will be communicated to all IKC volunteers, contractors, and contracted professional services by the Conference Administrator as soon as practical after the plan has been communicated to the IKC Staff.

- The plan will be posted publicly through the IKC's many communication channels.
- The portions of the plan relevant to the IKC's physical office space will be posted in printed form on the door to the office space once the office has re-opened.
- Training on Version 2.2 of the plan will be accomplished by sending and requesting all impacted parties read the plan and to contact the Conference Minister or Conference Administrator with questions about implementation or enforcement. The Personnel Committee will collect input prior to revising the plan to incorporate any learning and make necessary adjustments.

### **Shared space**

The offices of the IKC are shared with the Disciples of Christ and are located at the Indiana Interchurch Center. As described in the section on the IKC Offices above, the Conference Minister and Conference Administrator are directed to communicate with the occupants of the shared space to coordinate and develop a common understanding of how to manage the actual office space.

The Conference Minister and Conference Administrator are also directed to remain in contact with the IIC to coordinate as necessary on the use or inability to use any other portion of the building and to communicate to staff, volunteers, contractors, and contracted professional services any information relevant to being in or using other areas of the IIC while in the building for IKC work.