

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

This is version 2.5, approved by the IKC Executive Committee on 08-Jul-2021. This is an update to version 2.4 approved on 23-Apr-2021.

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 they above conduct IKC business
- The plan will, to the best of our ability, meet any applicable public health orders.
- 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.

Vaccinations:

As vaccines for COVID-19 become available, IKC staff and volunteers are encouraged to get vaccinated if they consider it to be an appropriate choice for themselves. Vaccination for protection against COVID-19 is not required for any IKC employee or volunteer in order to be hired by, work for, or volunteer for the IKC. Similarly, disclosure of vaccination status is not required by IKC employees or volunteers.

Given that vaccination is not required by IKC employees or volunteers, decisions on when to return to an office work environment will be based primarily on the level of community transmission as measured by public health authorities. Decisions on when to travel for IKC work will be based on both the level of community transmission and on input from the affected staff members.

Precautions and risk mitigation measures are also described later in this document and will continue to be expected regardless of an individual's vaccination status.

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 they have pre-arranged to do so with either the Conference Administrator or Conference Minister. 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 except by appointment as made with either the Conference Administrator or Conference Minister. IKC volunteers and contractors are not to go to the IKC offices unless they have an appointment.

Given that the following conditions have been met, the IKC offices will reopen for IKC staff in June 2021 and will stay open unless these conditions deteriorate such that they are no longer met. 1) The Marion county COVID-19 weekly score as determined and published by the state of IN (available at [coronavirus.in.gov](https://www.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:

- If staff members in the office space have been vaccinated against COVID and have voluntarily disclosed this status to each other, the staff members may be in the space together without facial coverings and without needing to maintain physical distancing. Maintaining good hygiene and cleanliness in the space is always encouraged and expected.
- If staff members are unaware of each other's vaccination status or in the event of a visitor for whom it is either known that they are not vaccinated or has not voluntarily disclosed their status as being vaccinated against COVID, it is advised that all people present should don a facial covering and maintain physical distancing.

Upon leaving the office space:

- No additional action necessary

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 and an appointment has been made to meet the staff in person.
- Travel by air, automobile, or any other means, to any destination within the continental US for work purposes is allowed and staff are expected to follow any requirements of the various places and spaces they will be as they travel and at their destination.
- 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.

- IKC staff are expected to engage in best practices for safeguards when they do travel. Staff may take into account their own COVID vaccination status as well as the COVID vaccination status of the people they will be meeting, if it has been voluntarily disclosed to the staff member, as they consider safeguards for themselves. Staff are encouraged to discuss safeguards that will be utilized by any person or group they are traveling to meet. Possible safeguards would include:
 - Wearing 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
- IKC staff may also want to consider these best practices as a way of reducing the likelihood of contracting or transmitting COVID-19 within a group of people:
 - 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.
- 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 are not vaccinated and 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. Personnel who have been vaccinated against COVID are, per CDC guidelines, not required to self-isolate if they have had contact with someone who does have COVID.

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 this version of the plan will be accomplished by sending and requesting all impacted parties to 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.