



COVID-19 Preparedness Plan for a Healthy Workplace

The Indianapolis Bar Association & Foundation (“IndyBar”) is committed to providing a safe and healthy workplace for all our team, members and guests. To help ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Directors and team members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our team, members and guests. Only through this cooperative effort can we establish and maintain safety and health.

All team members are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The IndyBar team has the full support of the Boards of Directors in enforcing the provisions of this policy.

Our team and our members are our most important assets. We are serious about safety and health and keeping our team working at the IndyBar. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our all non-furloughed team members in this process by hosting groups discussion to address concerns and review possible tactics. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Indiana Department of Health (IDH) guidelines, federal OSHA standards related to COVID-19 and Indianapolis Executive Order 20-6, and addresses:

- Accessibility to IndyBar HQ – the home of the Indianapolis Bar Association & Foundation,
- hygiene and respiratory etiquette,
- engineering and administrative controls for social distancing,
- guest controls and protections for drop-off, pick-up and delivery,
- housekeeping, including cleaning, disinfecting and decontamination,
- prompt identification and isolation of sick persons,
- communications and training that will be provided to directors and team members; and
- management and supervision necessary to ensure effective implementation of the plan.

Accessibility to HQ:

The following measures are in place until further notice:

1. HQ will officially reopen to all team members Monday through Friday on May 20, 2020.
2. HQ is closed to all members and the public, unless otherwise posted, until further notice.
3. Team members are not required to work from HQ through at least July 6, 2020 so long as each demonstrates continued collaboration and productivity in a remote setting as determined by the Executive Director.
4. The second floor of HQ is closed to non-team members until further notice. Approval must be given by the Executive Director in advance for a non-team member to access to the 2nd floor.
5. HQ kitchen facilities and coffee bar are closed until further notice.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Team members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess team members' health status prior to entering HQ and for team members to report when they are sick or experiencing symptoms.

Experiencing a fever or other concerning symptoms (cough or shortness of breath) from home:

1. Team members will self-monitor for fever before arriving for work by taking temperature no more than one hour before arriving at HQ.
2. Should they find that they are experiencing a fever (temperature above 98.6 degrees) or other concerning symptoms the team member will notify the Executive Director by phone that they are unable to be present in-person. The Executive Director may be reached at 317-501-2169 (cell) or 317-269-1900 (office).

The team member shall remain in communication with the Executive Director. They will not return to HQ until symptom free and approval is given by the Executive Director in writing.

Experiencing a fever or other concerning symptoms (cough or shortness of breath) at HQ:

Should a team member believe they are developing a fever or other symptoms while at HQ they are to:

1. immediately self-isolate,
2. exit HQ, and
3. notify the Executive Director by phone.

Surfaces in the team members work area will be cleaned and disinfected. The team member shall remain in communication with the Executive Director. They will not return to HQ until symptom free and approval is given by the Executive Director in writing.

Note: A touchless thermometer will be available in Focus Room A.

Should assistance in leaving be required the affected team member should:

1. self-isolate in a Focus Room,
2. contact the Executive Director or other staff director by phone,
3. remain in a Focus Room until assistance in exiting can be provided.

The team member shall remain in communication with the Executive Director. They will not return to HQ until symptom free and approval is given by the Executive Director in writing.

Leave policy:

The Indianapolis Bar Association & Foundation has implemented leave policies that promote team members staying at home to self-quarantine, when they are sick, or when household members are sick.

Self-quarantine:

If a team member has been in contact with a person infected with COVID-19 the team member must:

1. self-quarantine for 14 days from the date of exposure to the COVID-19 patient. (Self-quarantine means: remain at your residence, do not attend work or other group gatherings; do not invite people to your home.), and
2. continue to work from home under the Indianapolis Bar Association telework policy unless they should become ill.

Team member infected with COVID-19:

Team members infected with COVID-19 will receive 10 days additional personal time off. In order to receive the additional time written verification of positive testing must be provided to the Executive Director. IndyBar's HEAL Committee will be offering support with meals for those in need. The team member shall remain in communication with the Executive Director. They will not return to HQ until symptom free and approval is given by the Executive Director in writing.

Family member infected with COVID-19:

If a team member has an infected family member living in their home the team member:

1. must self-quarantine until 14 days after your last exposure,
2. check their temperature twice a day; and
3. watch for symptoms of COVID-19.

The team member shall remain in communication with the Executive Director, must complete the quarantine period, be symptom free and receive written approval from the Executive Director before entering HQ or attending any IndyBar-sponsored activity.

Notice of exposure:

The IndyBar has also implemented a policy for informing team members if they have been exposed to a person with COVID-19 at HQ or at a bar-sponsored activity. Close contact is defined by the CDC as within 6 feet of the infected person for a prolonged period of time.

1. The Executive Director will immediately notify any team member, identifiable member, or identifiable guest exposed to a person with COVID-19 during the time the person had symptoms and 2 days prior to the symptoms. The notification shall be done by video or phone and in writing provided such contact information is available.
2. Impacted team members will self-quarantine for 14 days from the date of exposure.
3. If symptoms develop, team members will follow the steps noted above.

In addition, a policy has been implemented to protect the privacy of team members' health status and health information.

Notice to those that have been in close contact:

The following information will be provided to those that have come in close contact (within 6 feet for a prolonged period of time, per the CDC) of the infected team member:

"Someone in our workplace has tested positive for COVID-19, and you have been identified as a close contact according to the CDC definition. We are here to support you. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctors."

Notice to all team members:

The following information will be provided to all team members not in close contact with the infected team member:

"An IndyBar team member, member or guest has tested positive for COVID-19 on a XX date and is now self-isolating. Those in close contact have been told and were asked to leave the workplace and self-isolate. If you were not notified were a close contact, then you are not impacted in this way. If you have questions about COVID-19 or your situation you are encouraged to reach out to learned professionals such as your doctor and look at the CDC website."

Infection prevention methods:

Personal protection equipment:

The following personal protection equipment will be provided at HQ as available in the marketplace: hand sanitizer, antibacterial soap, face masks, plexiglass barriers or clear plastic drapes, and disinfectant spray.

Face masks:

Face masks will be provided to those visiting HQ. Team members are encouraged to bring their own face mask, and it must be worn when outside workspaces and/or when unable to socially distance.

Face masks will be required at HQ of members and guests. Seminar speakers will not be required to wear a face mask when seated behind a plexiglass barrier.

Handwashing:

Basic infection prevention measures are being implemented at HQ at all times. Automatic soap dispensers are available in the restrooms and the coffee bar sink. Team members are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially upon arrival for the workday and before departing, prior to any mealtimes and after using the toilet.

When visitors are allowed, any visitors to HQ will be required to wash their hands upon entering the facility. Specifically, automatic dispensers (where available) or manually dispensed hand sanitizer will be in each meeting space, all focus rooms, the reception desk, and at the front and back doors of HQ.

Cover your cough or sneeze:

Team members and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all team members and guests.

Plexiglass barriers and plastic drapes:

Plexiglass barriers will be placed at the reception desk and at the speaker's table/podium in the training center to assist in limiting transmission of droplets. Plastic drapes are available for suspension from the ceiling to separate work areas in department offices.

Social distancing

Social distancing is being implemented at HQ through the following controls:

- six feet distance will be maintained between team members and guests,
- six feet distance is marked on the floor with tape at the reception desk, training room, and outside 2nd floor restroom,
- team members office sharing will be seated at least six feet apart, facing the same direction, and with clear plastic curtains separating desks,
- masks or nonmedical cloth face coverings will be worn outside of individual offices, and
- signs will be posted with instructions regarding social distancing, face masks and hygiene.

Extra cloth face coverings will be stored at the front door to HQ for those in need.

Team members, members and guests will be prohibited from gathering in groups larger than 25 per EO 20-6. Team members, members and guests are prohibited from gathering in confined areas, including elevators, and from using other team members' personal protective equipment, phones, computer equipment, desks, workstations, offices or other personal work tools and equipment.

Personal travel:

Team members are encouraged to make use of personal time off. Should a staff member elect to travel outside the State of Indiana they will be required to self-quarantine for 14 days before returning to HQ. Use of personal time off for travel must be approved in advance by the department director to ensure proper coverage of business needs.

Business travel:

Business travel outside the State of Indiana on behalf of the Indianapolis Bar Association & Foundation is suspended until further notice.

Housekeeping

Housekeeping practices:

Regular housekeeping practices will be implemented. Disinfecting spray and wipes will be made available on the first and second floor of HQ. Specific housekeeping practices shall include the following:

- Routine cleaning and disinfecting of restrooms, 2nd floor work room and 1st floor surfaces and will be the responsibility of the Executive Director.
- Individual work surfaces will be the responsibility of each team member during the workday. The Executive Director will ensure the removal of trash at the end of each workday.

Team members will be asked to be thoughtful about personal items that are brought to HQ to limit exposure to others.

Frequent cleaning and disinfecting should be conducted by team members periodically throughout the day in their individual workspace high-touch areas, such as desks, chairs, phones, keyboards, touch screens, and controls. Disinfectant spray and wipes will be available.

Indianapolis Bar Association Executive Director will ensure daily mid-day cleaning of first floor door handles, stairway railings, copy machines, and training room tables (when in use).

Meeting room doors should remain open to eliminate the need to touch door handles. Individual office doors should be closed when occupied. If doors are closed handles should be disinfected by the office director.

Housekeeping services provided by building management will be suspended Monday thru Thursday until further notice to limit exposure to non-team members. Should a team member or guest be diagnosed

with COVID-19 building management will be contacted to conduct high-level disinfection of HQ which must be completed before any team members may return to HQ.

Communications and training

This Preparedness Plan will be communicated via Zoom conferencing and in writing to all team members on May 19, 2020. Necessary training will be provided at that time, and each team member will provide written verification of training.

Additional communication and training will be ongoing via Zoom conferencing and in writing. Furloughed employees will be instructed prior to return via Zoom conferencing. Signs will be posted instructing members and guests the need for face masks and social distancing when accessing HQ. Team members will be encouraged to provide feedback about how effective the Preparedness Plan is by contacting the Executive Director or department director. Management and team members will work through this new program together and update training, as necessary. This COVID-19 Preparedness Plan will be approved by the Indianapolis Bar Association's Personnel Committee and posted throughout the workplace on May 19, 2020. It will be updated as necessary, and changes will be shared with the team, members and guests within 24 business hours.

Julie M. Armstrong
Executive Director