



## **Policy for Reopening the RAPV Building and Operations**

### **Phase 1: Preparing the Building and Staff for Re-entry into the Workplace**

**Building Preparations:** The following preparations will be taken in preparation for reopening.

- Interior of the facility will be disinfected.
- Exterior entry points will be disinfected.
- All HVAC air filters serviced and cleaned.
- Hand sanitizer will be placed throughout the building. Stations have been purchased and are on order.
- Clorox wipes and disinfectant spray will be stocked.
- A separate disposal container will be provided for any discarded masks and/or gloves.

**Blended Work Operations** - Beginning **July 7, 2020**, or the implementation of Phase 3 of the MA Reopening Plan, or whichever comes first, staff will begin a combination of in-office and remote working. Staff will be in-office Tuesdays and Thursday and will be broken in two (2) teams with alternating schedules. This will provide continued protection for everyone entering the building and precaution in the unlikely event a staff member is exposed or contracts the virus. The RAPV building will only be open to staff until further notice.

- Special considerations for staff 60+ years old, parents with school aged children or individuals with longer commutes will be addressed on a case by case basis. \*Ayca
- Team 1: Brendan, Erin, Joanne
  - Tuesdays
- Team 2: Laura, Kim, Joanne
  - Thursdays

Communication is KEY! We will continue weekly virtual team meetings, maintain group chats, and regular emails to keep everyone informed on daily operations.

**Staff Safety and Wellbeing:** RAPV is taking the following precautions to ensure the safety and wellbeing of staff:

- Staff may use their personal masks and gloves as long as they meet all CDC and MDPH safety standards and will be worn in common areas.
- Staff are expected to maintain six feet of physical distance when in the building, particularly in congregating areas such as a kitchen or workroom.
- Staff should stay in their respective work areas when possible and utilize email and phone if communication with a colleague is necessary.
- All product and deliveries entering the building will be sanitized.
- Staff are expected to regularly wash hands and use sanitizer; especially after removing PPE.

- RAPV will work to ensure all safety guidelines are followed and to comply with all federal, state, and local laws.
- If a staff member or a household member of staff member exhibits illness symptoms, the staff member is expected to stay home. It is imperative for each person to exercise extreme caution and not attempt to self-diagnose symptoms or contagion. RAPV will permit remote work, if possible, as well as the use sick leave in appropriate circumstances.
- Staff are expected to notify the company if they have close contact with someone who has displayed COVID-19 symptoms such as fever, cough, chills, headache, sore throat, or loss of taste or smell.

**New & Improved Operations:** RAPV will modify its operations in various ways, which include:

- Payments will only be accepted via the following methods: online, or check. No cash will be accepted.
- RAPV will continue virtual meetings and training.
- RAPV will survey members on training and meeting preferences moving forward.
- RAPV will evaluate all programs and services (events, meetings, offerings, etc.) to determine a more impactful delivery.

**Facility Use & Cleanliness:** RAPV will take additional precautions with respect to facility use and cleanliness including the following:

- Wipes and disinfectant sprays must be used throughout the day on personal workspace and surface areas. All surfaces must be wiped before leaving daily.
- The facility will continue to be professionally cleaned with extra attention given to sanitization.
- Kitchen items such as dishes and utensils used must be placed in the dishwasher or hand washed and returned to the cupboard when used. Exercise extra caution of distancing.

**Team Input:** Communication is KEY! Each team member is encouraged to share thoughts and suggestions for better ways to implement this plan. This policy is subject to change at the discretion of RAPV. For any reason, if a staff member is uncomfortable with working in the office, please let management know and we will work together to find an accommodation that works for all.

## **Phase 2: Opening Doors to the Members & Public (policy in development)**

### **Preparing the Building for Visitors**

RAPV is taking extra measures to ensure all visitors have a sense of security when they enter the building.

RAPV intends to welcome members into the building at a date to be determined. RAPV will exercise extreme caution to ensure the safety of our members, staff, and public. When possible visitors must schedule appointments in advance to allow staff time to prepare and to avoid congregation and overlapping of visitors. For the event where is not possible instructions will be placed on the outer doors of the building informing visitors to call the office to be let in if permissible. Masks will be worn by staff unless authorized by management. Sanitizing stations will be provided in the lobby area. All persons entering the premises are expected to practice appropriate health protocols, per the Center for Disease Control's guidelines as well as any additional safety guidelines issued by RAPV. In particular, persons visiting the RAPV premises are expected to abide by the following rules:

- Maintain six feet of physical distancing from other individuals.
- Limit all gatherings to no more than ten persons even when physical distancing is maintained.
- Wash hands (or use hand sanitizer when soap and water are not available) when entering the building and after touching common objects, such as door handles, coffee pots, etc.
- Immediately exit the premises if one begins exhibiting symptoms of COVID-19.

Appropriate signage will be posted to remind visitors of proper social distancing and safety measures

### **COVID-19 Exposure Plan**

Staff members testing positive for the virus should notify the CEO immediately. Individuals exposed to the subject staff member in the previous fourteen days will be notified of potential exposure. Any staff exposed to the individual, may be asked to work remotely for a fourteen-day period.

Staff suspected of or exhibiting signs of the virus must not come into the office and must seek medical guidance. A medical note confirming the employee's ability to return to work will be required to re-enter the building. These individuals may work remotely or take leave.

Any RAPV visitor exhibiting symptoms commonly associated with COVID-19 will not be permitted to enter the premises until fourteen days following the day on which the visitor ceased the exhibition of symptoms.

### **Phase 3: Resuming Classes, Meetings and Events (policy in development)**

When it is advisable by the CDC, MDPH, Governor, or other government authority, RAPV will slowly resume in-person meetings, classes, and events. Virtual offerings will continue to be a highly utilized option, as it has proven to be more efficient and convenient for our members.

RAPV will evaluate the frequency and effectiveness of all offerings. Primary consideration will be given to how the event, class, or meeting supports the organization's Strategic Plan and Mission.

In-person meetings, when required, will follow all recommended guidelines set forth by the authorities to adhere to maximum number of attendees per square foot, distancing requirements, PPE, and sanitation requirements.

\*All items noted in this document will be re-evaluated as the CDC, MDPH, and the Governor issue further guidance.