



## **COVID-19 PROTOCOL**

As of September 3, 2021

This Protocol is intended to provide current practices to mitigate the risk of COVID-19 exposure to Coleman employees, board members, and guests. This Protocol is fluid and will be updated as the virus and social conditions continue to change.

### **VISITORS**

No visitors are allowed in the Foundation's offices. Board members and building staff are not considered visitors.

### **COLEMAN OFFICE PRACTICES**

- Wear a mask in all public spaces: hallways, bathroom, kitchen, supply rooms, and conference rooms.
- Turn on your personal air filter whenever you are in your office.

### **OFFICE BUILDING PRACTICES**

- Regardless of vaccination status, all tenants are required to wear a mask over their nose and mouth in the following public areas: lobby, elevators, hallways, and bathrooms.
- The building has installed HEPA air filters in public spaces and private offices.

### **COMMUTE TO WORK**

If you are not comfortable commuting to the office via public transportation, you may drive to work and use one of the Foundation's parking spaces depending upon availability. If a space is not available, parking will be reimbursed upon submission of a parking receipt to the CFO/COO.

Mileage is not reimbursable.

### **HOME OFFICE EXPENSES**

Until further notice, the Foundation will provide employees a \$125 monthly payment, included in their regular paycheck, to offset incidental and incremental costs of working from home: e.g., electricity, office supplies, upgraded internet.

### **IN-PERSON ATTENDANCE: SITE VISITS, CONFERENCES, OTHER EXTERNAL MEETINGS**

To be determined on a case-by-case basis. Please discuss with the CEO the purpose of the meeting and the Covid protocols that are expected to be practiced by all participants and that will be in place at the meeting location.

## **RETURN TO OFFICE**

Return to the office is on a voluntary basis. Please coordinate with the CEO the days you request to come into the office.

At some future date, staff will be required to return to the office. The return date will be determined based on public health guidance.

## **Vaccine Disclosure for all Coleman Employees as of September 15, 2021**

By September 15, 2021, all Coleman Foundation employees are required to disclose their vaccine status (primer and boosters) and provide a copy of their vaccine cards for their HR file.

If an employee opts out of being vaccinated, the CEO and CFO/COO will work with the employee on a confidential basis for the employee to submit to regular COVID testing as a condition of being allowed to return to the office and/or to be allowed to attend in-person Foundation meetings and events.

## **IF YOU, SOMEONE YOU LIVE WITH, OR SOMEONE WHO YOU HAVE BEEN IN CLOSE CONTACT WITH HAS CONTRACTED COVID-19**

In all such cases, notify the CEO immediately. Your correspondence will be kept confidential.

If an employee is confirmed to have COVID-19, the CEO will inform all employees of their possible exposure to COVID-19 in the workplace.

You are required to follow CDC steps relevant to your specific exposure:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#If-You-or-Someone-You-Know-is-Sick-or-Had-Contact-with-Someone-who-Has-COVID-19>

Affected employees should discuss with the CEO the employee's plan of action, based on current CDC guidance, at the time of notification.