

## **INARF / Ability Indiana Office Reopening Plan**

In accordance with State and local orders and guidance, INARF / Ability Indiana is providing this plan regarding reopening of the INARF / Ability Indiana office operations located at 615 N. Alabama Street, Ste. 410, Indianapolis, IN 46204. The plan will be reviewed weekly by the INARF President & CEO and Vice President of Finance & CFO to ensure any new best practices, coronavirus updates, and CDC and ISDH guidance are incorporated.

### **Notification**

Please note that this plan is being provided to all INARF / Ability Indiana staff electronically prior to 5 PM on May 11, 2020. Please note that this plan is being provided to the public via the INARF website and the plan will be posted outside of the entrance to the INARF office.

Additionally, INARF members and the Certified Ability Indiana Organizations will be notified via email of this plan. These actions will occur prior to 5 PM on May 11, 2020.

Any modifications to the plan after May 11 will be communicated to INARF / Ability Indiana staff and the public via the methods noted above.

### **Plan Components**

#### **In Office Health and Safety Precautions and Safeguards**

While in the English Foundation Building and the INARF office, staff will be provided a disposable mask which is to be worn at all times. The mask is to be discarded at the end of the day and a new mask should be used each day staff are in the building. Staff will be instructed by HR on proper fitting of masks and encouraged to check fitting periodically during their work day. If a mask is damaged or compromised during the day, staff should replace the mask from their personal supply. If employees have found masks they like better than the ones provided, it is allowable for them to bring their own, as long as they are substantially the same standard as those INARF provides. Staff with personal offices may remove their masks as long as they are the only one in the office and the door is closed or allows proper social distancing. Staff working in cubicles may remove their masks only if scheduling permits appropriate social distancing from other staff.

INARF will make physical changes in the primary entryway to ensure any guests can review our reopen plan, access masks and hand sanitizer, with Plexiglas installed at reception to ensure social distancing.

In addition, INARF will make every effort to hold the conference room for staff use when in the rare occasion when more than 50% of staff may need to be in the office at one time to ensure social distancing.

## **Health Monitoring**

### **Temperature Monitoring**

Staff will be instructed by HR on the proper use of thermometers provided by INARF and the use of the monthly personal temperature chart.

Each staff will be provided a monthly personal temperature monitoring chart and a thermometer for self-monitoring. Staff are to take their temperature prior to leaving for the office and if they have a temperature above 99.0 they should contact their supervisor to advise them that they have an above normal temperature and they will not be in the office as scheduled.

Between noon and 1 PM each day staff are in the office, they are to take their temperature. In the event they have a temperature above 99 degrees they are to notify their supervisor and they should leave the office.

All temperature entries are to be entered on the personal self-monitored temperature chart as soon as is practical after the temperature is taken.

Additionally, if staff have a family member who displays any symptoms associated with COVID-19, they should notify their supervisor and the in-office staff schedule will be adjusted so the individual will not be in the office until such time that their family member's symptoms are confirmed not to be COVID-19 and/or they have been resolved. We encourage, not require, employees to take family temperatures daily.

Also, should any staff member be instructed by their personal physician or local health professional that they have had a COVID-19 exposure and should self-quarantine, the staff should notify their supervisor so the in-office schedule can be modified.

### **Hand Washing and Use of Hand Sanitizer**

Staff should wash their hands and/or use hand sanitizer several times a day when in the office. Examples of when hand washing should occur include:

1. Anytime you have left the INARF offices to use the public restrooms.
2. Anytime you have left your office to use common areas such as the copy and break room due to common surface areas.
3. Anytime you have handled internal and external mail.
4. Anytime you have left the INARF offices and English Foundation Building and have had contact with outside surfaces including your personal vehicle.
5. Anytime you have handled food products from either your home or a restaurant.

### **Enhanced Cleaning and Disinfecting Protocols**

The English Foundation Building provides daily cleaning services of the INARF space including trash disposal. Personnel completing this work use gloves and disinfectant products.

INARF is providing staff with disinfectant wipes that should be used to clean their personal work space such as desk top, computer keyboard, phone, door knobs, etc. Staff should use the wipes to clean these areas the first thing each workday, midmorning and mid-afternoon or more frequently if needed. (INARF will provide appropriate cleaning products for electronics). Wipes will be located next to copy machines, entrances and keypads, so that staff can wipe down common surface areas after each use.

For the current time, staff should not use the common refrigerator for food storage or the kitchen for food preparation due to the risks associated with common use of these storage and food prep areas. If staff bring their lunch they should use personal storage containers that should remain in their personal work space.

INARF will furnish a variety of disposable latex and non-latex gloves available to staff who may want to utilize gloves while in the office environment.

## **Social Distancing Practices while in the Office**

### **Staff Schedules to Promote Social Distancing**

INARF will use a phase in and staggered approach to staff returning to their workplace and work stations. Management will establish a two week schedule for no more than 50% of the staff to be scheduled to be in the office on any workday. This schedule will be provided one week in advance. This schedule and the number of workers scheduled in the office will be modified based on local data and guidance from the Marion County Health Department. Included in the modification is the possibility that conditions would result in returning to a 100% work remotely status.

HR will instruct staff on social distancing requirements, techniques, principles and risk challenges.

Staff must use social distancing at all times when in the office. This includes maintain a distance of 6 feet from all other staff and any visitors to the office. Visual cues (e.g. markers on carpet, CDC approved posters) will be established in the office space to remind staff of appropriate social distancing. In addition, staff should verbally alert other staff members when exiting a personal office, conference room, cubicle, break room and when walking along the hallways. If you enter the office of another staff, the 6 foot distance must be maintained. If the space is not large enough to maintain the 6 foot spacing, individuals must move to an alternate space where the 6 foot space can be maintained.

**Review:** May 15, 2020

**Participants:** John Barth/President/CEO; Barb Young/ Vice President-Finance/CFO; Katy Stafford-Cunningham/EVP & COO; Nanette Hagedorn/Vice President, Member Services; and Sarah Chestnut/Director, Public Policy and Technical Assistance

- A review of the INARF & Ability Indiana Office Reopening Plan – Version 05.11.20 was conducted
- Modifications include the:
- Addition of a weekly review and by whom
- Ability to remove masks in office spaces when doors are closed
- Plans to add temporary physical changes to accommodate 6’ social distancing
- Restriction of the INARF Conference Room for anything other than extended office space
- Plan to purchase individual thermometers for INARF staff for self-monitoring
- Use of sanitization wipes after use of common items/areas (i.e. copiers, door handles, keyboard, phones, etc.)
- Plans to also purchase non-latex gloves in addition to latex gloves

**Review:** June 1, 2020

**Participants:** John Barth/President/CEO; Barb Young/ Vice President-Finance/CFO; Katy Stafford-Cunningham/EVP & COO; Nanette Hagedorn/Vice President, Member Services; and Sarah Chestnut/Director, Public Policy and Technical Assistance

- A review of the INARF & Ability Indiana Office Reopening Plan – Version 05.15.20 was conducted
- Modifications include plans to:
- Measure a 6’ distance from staff seating position and identifying appropriate social distancing on the floor with masking tape (BY, MD)
- Research, purchase and add a Plexiglas barrier for the front reception area (BY)
- Distribute individual thermometers and masks supplies to each staff member in their current work area (JB, BY)
- Print and post “reminder” signs throughout the office on social distancing, hand sanitizing, etc. (JB, BY)
- Communicate the updates to the Office Reopening Plan to all staff (JB)

**Review:** June 4, 2020

**Participants:** John Barth, Nanette Hagedorn

- A review of the INARF & Ability Indiana Office Reopening Plan – Version 06.04.20 was conducted
- Modifications/clarifications include:

- Individual temperature charts will be self-monitored and not shared with others in accordance of HIPAA privacy laws. In the event of a temperature above 99.0, employee will self-disclose to their Supervisor and leave, or not report to the office.
- When maintaining a social distance of 6' within personal work space, removal of a mask is acceptable.

**Review:** June 29, 2020

**Participants:** John Barth, Barb Young

- Modifications/clarifications include:
  - Disinfectant wipes will be available and staff are encouraged to clean their equipment and area on a daily basis (not 3 times per day).
  - Disposable masks will be available at the lobby entrances for staff use, if needed.
  - All references to temperature monitoring should say 'at or above 100.4 degrees', not 99 degrees to better align with CDC Guidelines.
  - Effective 8/3/20, all staff will be expected to return to the office using a staggered schedule equating to 2-3 days per week.

**Update:** August 17, 2020 Staff Meeting

- Modification includes:
  - Effective 10/5/20, it is anticipated that staff will return to the office. In the meantime, staff are welcome to work in the office if they wish.