

Pandemic Response and Return to Workplace Policy

This policy provides guidance to all TSNE staff including fiscally sponsored organizations, and our directly affiliated groups. A pandemic is a global infectious disease outbreak for which people have little to no immunity and for which there is no vaccine. An infectious disease spreads through person-to-person contact, causes serious illness, and spreads easily through a population.

TSNE's number one concern in the closing and re-opening of on-site workplaces continues to be the health and safety of the employees and communities we serve. We support the overall goal of flattening the disease curve by allowing staff to work from home as much as possible and to the extent that they can do so effectively. Please see our [Telecommuting and Remote Work Policy](#) for guidance on how to manage remote and telework under emergencies.

As TSNE works with multiple nonprofit organizations across the country, returning to on-site workplaces may look different for individual organizations and projects based on size, industry, geography, demographics, and other unique business factors. Each organization must comply with all applicable orders and guidance from federal, state, and local governments as the situation evolves.

Guidance from state and local officials such as business closure orders also need to be taken into account when returning to on-site office workplaces. This guidance is likely to consider some or all of the following:

- An increase or decline in flu-like illnesses over a defined period
- An increase or decline in disease-like cases over a defined period
- Hospitals' capability to treat all disease patients without crisis care
- Whether robust testing capabilities are in place for healthcare workers
- The availability of a vaccine

As states and localities monitor and update these criteria, they may roll out new closing or re-opening plans. Be sure to consult with your Human Resources Business Partner (HRBP) to help guide you and keep track of the latest developments.

Overarching Guidelines

1. TSNE has an **Emergency Response Team** that will monitor, advise, make decisions, and inform staff throughout the pandemic period.
2. **Health and safety workplace protocols** will be put in place, such as frequent handwashing, and cleaning and disinfecting work areas.
3. TSNE will encourage **remote work and telework**.
4. If possible, **return to on-site work will be done in phases**. Staggered staffing, flexibility in work schedule, and additional workplace safety protocols will be put in place (social distancing, spatial changes of desk and office seating arrangements, use of personal protective equipment, etc).
5. **Common areas** where personnel are likely to congregate and interact will be closed or reconfigured to comply with social distancing protocols. There will be signage indicating these protocols in the common areas. No large gatherings or meetings unless a six-foot distance can be maintained.
6. **Non-essential business travel** will be minimized and adhere to Center for Disease Control (CDC) travel guides.
7. **Special accommodations** for workers who are members of a vulnerable population will be made. This includes elderly individuals, those with serious pre-existing health conditions, people

who are "immune-suppressed" or "immune-compromised," people with "auto-immune issues," which includes people with heart disease, lung disease, cancer, diabetes or asthma, as well as those who take medications that treat lupus, rheumatoid arthritis, cystic fibrosis and Crohn's disease.

Workplace Safety

Case Response and Management for All TSNE Staff and Our Associated Organizations

- a. Employees must notify their Supervisor or Human Resources if they are symptomatic. Employees who are symptomatic will isolate themselves and work from home or take sick leave if they are feeling ill.
- b. Positive or second-hand exposure cases will immediately be asked to self-quarantine for the time recommended by the CDC and the World Health Organization (WHO).
- c. Exposed employees will be asked to identify all individuals with whom they worked in close proximity (within six feet) for any prolonged period of time (10 minutes or more). They will also be asked how closely they worked near others and whether they shared workplace equipment or other items during the 48-hour period before the onset of symptoms.
- d. TSNE will send all employees who worked closely with an exposed employee home for the length of time recommended under CDC guidelines to try to ensure that any infection does not spread.
- e. Following a confirmed disease case, TSNE will notify and update all employees without revealing any confidential medical information, such as the name of the employee at issue.
- f. While quarantined, employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop. They should also update their Supervisor or Human Resources on their status at least every two days during the quarantine.
- g. Symptomatic employees will not be allowed to physically return to work until cleared in writing by a medical provider.
- h. If a medical note releasing the employee is unavailable, CDC guidelines will be followed as to when an employee may discontinue self-isolation, depending on whether the employee tested positive for the disease and the symptoms exhibited.
- i. After a confirmed disease case, TSNE will follow CDC guidelines for cleaning and disinfecting the workspaces used (e.g. offices, bathrooms, and common areas), focusing on frequently touched surfaces.
- j. If we are notified of such an exposure, we are required to report this information to the Board of Health.

Shelter-in-Place

TSNE will not reopen the workplace while a federal, state or local shelter-in-place order is active. In addition, release of shelter-in-place orders do not necessarily mark the end of a pandemic. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace.

Return to Workplace

The decision on the date to return to an on-site office workplace will be based on clear guidance from the CDC, WHO, federal, state, and local governments about what health security measures should be in place and the institution of clear protocols.

At TSNE, the return to the workplace will be done in phases, with a possible staggering of staff and flexibility in work schedules.

- Phase One – Only essential employees, up to a maximum of 25% of the staff, will be asked to return to the workplace to keep continuation of business activity with possible rotation of days and schedules to allow easy management of health and safety protocols.
- Phase Two – Gradually increased, staggered staffing as the situation returns to normal.

TSNE will ask employees returning to the office to fill out a questionnaire about disease symptoms, exposure to others with symptoms, travel or non-essential activities, or if they are in a high-risk category identified by the CDC. This information request and filing will be made in compliance with applicable privacy and disability discrimination laws. Based upon the employee's responses, some may be asked not to return to the workplace until circumstances change or they can provide a doctor's note clearing them to return to work.

Protocols

For TSNE's associated organizations, these protocols may look different based on size, industry, geography, demographics, and other unique business factors.

Social Distancing

- a. At the workplace, employees should maintain a six-foot distance from others and observe social distancing.
- b. A staggered schedule, staggered breaks, and alternating workstations or phasing of staff may be necessary to maintain social distancing, depending on the workspace layout and or location.
- c. Elevators will be limited to one person per car. Use of the stairwells will be encouraged when possible rather than the elevators. One set of stairs will be designated to for going up, and another one for going down.
- d. Use of kitchen, conference rooms or other common areas will be limited to the number of persons allowed to congregate per government guidelines and to maintain the social distance rule.
- e. Employees may be required to walk in designated one-way lanes in hallways and corridors to avoid "head-on" pedestrian traffic.
- f. Limiting communal restrooms to one or two people at a time to avoid close contact between users.

Frequent Handwashing, Cleaning and Disinfecting Work Areas

- a. Employees must follow health and safety guidelines such as frequently washing their hands and following respiratory hygiene/cough etiquette.
- b. Routine cleaning for areas that have been unoccupied within the last seven days will take place as regularly scheduled.
- c. Frequently touched surfaces and objects made of hard and non-porous materials (glass, metal, or plastic) will be cleaned and disinfected more frequently.
- d. Frequently touched surfaces and objects made of soft and porous materials, such as carpet, rugs, or material in seating areas will be thoroughly cleaned or laundered. If possible, soft and porous materials will be removed in high-traffic areas.
- e. Surfaces and objects that are not frequently touched will be cleaned on a routine basis.
- f. For outdoor areas, we will maintain existing cleaning practices.

Personal Protective Equipment (PPE)

- a. Use of protective gloves and masks as per CDC/OSHA guidelines may be required in all common areas in the building, especially for those employees who cannot avoid working within six feet of others.

- b. Employees will be trained on when to use PPE, what PPE is necessary, and how to properly use and clean PPE in accordance with WHO/CDC/OSHA guidelines.

Spatial Changes

Considerations for nonpermanent, spatial changes in the workplace prior to reopening should include:

- Separating employees who work in adjacent cubicle spaces.
- Removing every other chair in break areas and lunchrooms.
- Adding partitions to tables where employees congregate during breaks.

Spatial requirements may vary, based upon the location at issue.

Visitor Access for TSNE and the NonProfit Center Building

- ALL visitors must be in the *Building Engines visitor system* before they will be allowed in to the NPC.
- Visitors will not be allowed into the building more than 5 minutes prior to their arrival time.
- Visitors will be instructed to follow the social distancing protocols upon entering the building, and that they must wear a face mask.
- A record of visitors will be maintained and visits should be scheduled in advance using the Building Engines visitor system. If they are on the list of visitors, they will be allowed in. If visitors are not on the list, the NPC staff will attempt to contact the hosting organization. If NPC staff are unable to verify the visit, they will ask the visitor to contact the organization directly to be added to the visitor list.
- During peak hours, visitors will be encouraged to exit through the courtyard to promote social distancing.

Underlying Conditions

Employees in a high-risk category are more susceptible to the virus, and they may have more severe symptoms and a more difficult recovery. Employees who fall into these categories may seek additional advice about how to perform their job duties during the pandemic. Those who serve as caregivers or live in a household with someone who has an immune deficiency disorder may also request flexibility. Personal health details will be kept with strict confidentiality.

This is a nonjudgmental situation. If someone needs changes to their work setup or location, requests from employees for accommodations such as telecommuting, working remotely or taking a leave until the situation is safer may be an option. TSNE will support the employee in taking additional precautions to help limit their chances of being infected and acquiring the disease.

LOCAL HEALTH AUTHORITIES CONTACT INFO

Boston Department of Public Health:
250 Washington Street, Boston, MA 02108
(617) 624-6000

Boston Public Health Commission:
1010 Massachusetts Ave, Boston, MA 02118
(617) 534-5395

All local/municipal departments contact information can be found using the following links:

- <https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>
- <https://www.naccho.org/membership/lhd-directory?searchType=standard&lhd-search=&lhd-state=>

TSNE will monitor official updates for changes in guidance and will update its policy and notify staff as appropriate.