



COVID-19 Control Plan

Introduction

The New England Council, Inc. (the “Council”) is committed to actively caring for the safety, health, and wellbeing of everyone in our Boston and Washington, DC offices. To reduce the potential exposure and spread of Coronavirus (COVID-19), we have developed a Control Plan outlining how we will comply with the mandatory safety standards for operation in the COVID-19 reopening period. Such mandatory safety standards were executed by the Centers for Disease Control and Prevention, the Commonwealth of Massachusetts, and the District of Columbia. As these safety standards are modified by federal, state, and local agencies, our Control Plan will be adjusted accordingly. The protocols contained in the Council’s Control Plan will aim to provide the safest possible work environment, protect people, and reduce the spread of the virus.

Social Distancing

To ensure all persons, including employees, members, and vendors remain at least six feet apart to the greatest extent possible, the Council has implemented the following guidelines:

- ✓ Limit occupancy in the office to 25 % of the typical occupancy as of March 1, 2020, for Boston 2 persons, and DC 1 person, respectively *
 - Implement a staggered flexible work schedule for employees to allow time to work in the office and continue to telework from home
 - Employees scheduled to work in the office will be posted on the Council’s Outlook Calendar each week. Employees will report any conflicts in that schedule to Pam Seymour and Jim Brett to allow for adjustment to the calendar
- ✓ In person meeting(s) in the office cannot exceed our occupancy limits*, instead participation will be virtual
- ✓ Face coverings or masks are required while moving around the office
- ✓ Common areas within the office are designated with floor signage to maintain six-foot distancing
- ✓ Work areas are reconfigured to maintain six-foot distancing
- ✓ Conference Room occupancy limits are clearly posted
- ✓ Open office windows to improve ventilation when possible

*Current Phase I guidelines, as occupancy limits adjust through the Phase-in period, employee numbers will change accordingly.

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Hygiene, Cleaning & Disinfecting Protocols

To ensure frequently touched objects and surfaces remain clean and sanitized, the Council has implemented the following guidelines:

- ✓ A High Touch Disinfection of the entire office will be performed. Such services to be provided by a third-party environmental cleaning service
- ✓ Sharing of office supplies and equipment at an employee's workstation is discouraged, and employees encouraged to utilize an individual's inbox for correspondence
- ✓ Hand Sanitizers located throughout the office, including common areas and employee workstations
- ✓ Recommend frequent hand washing while working in the office and during use of the Kitchen area. Hand and Dish cleaners available in the kitchen area at all times
- ✓ Posted signage requiring cleaning commonly used equipment after each use, copier, and postage machines. Designated Sanitizing Spray available in that common area location
- ✓ Posted signage requiring cleaning touched areas in the Kitchen after each use. Designated Sanitizing Spray available in the Kitchen
- ✓ Recommend employees to routinely clean personal workstation space. Disinfecting Wipes and Sanitizing Spray available for use
- ✓ Kitchen supplies are modified to include, individually wrapped utensils, paper plates, bowls and napkins have been stored for individual use only
- ✓ Recommend Employees to utilize personal drinkware, and clean frequently
- ✓ Kitchen Water Bubbler temporarily replaced with individual water bottles
- ✓ Routine cleaning of the office space performed nightly by third party cleaning service (this is NOT the protocol to follow when disinfecting the office for a known or suspected case of COVID-19)
- ✓ In the event of a suspected or confirmed case of COVID-19, the Building Manger will be notified and a third party environmental or specialty cleaning contractor will be used to sanitize the office



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Staffing and Operations

To communicate an office-wide COVID-19 Prevention Plan, the Council has implemented the following guidelines:

- ✓ Provide training to employees on precautions including hygiene and social distancing, and other measures to reduce the disease transmission
- ✓ Self-screening at home, and if an employee has any COVID-19 symptoms seek medical assistance
- ✓ Remind employees of the importance of NOT coming to the office if ill, contact both Pam Seymour and Jim Brett
- ✓ If an employee becomes ill at the office showing signs of COVID-19, please contact both Pam Seymour and Jim Brett. Employee should leave the office and seek medical assistance
- ✓ If the Council is notified of an employee that tests positive for COVID-19, the Council will notify the Local Board of Health and work with them to advise other employees who may have had contact to self-isolate and self-quarantine. Building Manager will be notified to disinfect the workplace prior to employees returning to the workplace
- ✓ Remind employees of the flexibility for Time Off for those who need to stay home with their children if there are school or childcare closures, or to care for sick family members
- ✓ Implement the use a Self-Assessment tool by all persons entering the office. Utilize a QR code located at front entryway and complete the Self-Certification Survey. The self-certification process is a confidential means to gather information to enable contract tracing. Survey results remain confidential and is only accessed by Pam Seymour
 - QR code is scanned by taking a picture with your cell phone, the code will bring you to a short survey of questions, answer the following:
 1. First and Last Name
 2. Are you experiencing any of the COVID-19 symptoms? Check all that apply
 3. Have you been exposed to an individual who has been diagnosed with COVID-19 or experiencing any COVID-19 symptoms?

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Staffing and Operations, continued

4. Have you been diagnosed with COVID-19 and have you been asked to self-isolate or self-quarantine by your doctor or local public health official?
- ✓ Advise when gathering in large groups and using public transportation, wear a face covering when cannot maintain the six-foot social distancing
 - ✓ Outside deliveries of goods will be accepted outside the Council's Main Office Door, no deliveries will be brought into the office by an outside vendor. If a signature or name is required to accept a delivery that information will always be provided by a Council employee wearing a mask
 - ✓ Reaffirm policies outlined in the *New England Council Employee Handbook*, and highlight amendments due to the Coronavirus:
 - Anti-Harassment Policy <S:\COVID\NEC Employee Handbook, Anti-Harassment Policy.pdf>
 - Employee's Protected Status
 - Commuting Reimbursement Policy
 - if an employee chooses not to ride public transportation during the COVID-19 re-opening phases, the policy is amended to provide a parking allowance up to the maximum excludable amount, pursuant to current IRS rules
 - Earned Sick Leave Policy
 - amended to incorporate the Families First Coronavirus Response Act <S:\COVID\Families First Coronavirus Response Act FML April 1 2020.pdf>
 - Attendance & Work Hours Policy
 - during the COVID-19 re-opening phases, telecommuting is permitted, and flexibility in regular business hours to accommodate a staggered workforce schedule



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How to Stay Informed

- ✓ Re-opening Massachusetts, May 18, 2020 <S:\COVID\Re-opening Office - State Guidance\FINAL Reopening Massachusetts .pdf>, www.mass.gov/reopening
- ✓ ReOpen DC Advisory Group (May 21, 2020) <S:\COVID\Re-opening Office - State Guidance\#ReOpen DC Advisory Group Recommendations to Mayor Bowser.pdf>, <https://coronavirus.dc.gov/phaseone>
- ✓ Centers for Disease Control and Prevention www.cdc.gov/coronavirus/2019-nCoV/index.html
- ✓ Equal Employment Opportunity Commission www.eeoc.gov/coronavirus
- ✓ www.coronavirus.gov