



**Institute for Nonprofit Innovation and Excellence (INIE)
COVID19 Re-opening Safety Policies and Re-Opening
July 17, 2020**

PHASE 1

July 6 – INIE open to staff, excluding interns and volunteers

PHASE 2

July 26 – limited access to INIE members at half capacity for meeting space, 6’ social distancing created in coworking space between desks. Area has been measured and designated for 6’ distancing. Members are required to make reservations at least 24 hours in advance. One-on-one meetings with staff will must be scheduled via email or phone.

PHASE 3

August 13 – limited access with opening to non-INIE members for meeting space at 50% capacity. Reservations must be submitted 24 hours in advance. One-on-one meetings with staff will be scheduled via email or phone.

FULL OPEN

August 21 – INIE staff and Board of Directors to monitor procedures of Tallahassee Community College (TCC) and the Leon County Health Department pending full open.

VISITATION AND USE OF SPACE REQUIREMENTS

INIE will follow the guidelines provided by the Center for Disease Control and Prevention for “Communities, Schools, Workplaces and Events”. You can read more about these guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

CoWorking and Work Space. All desks are set at a minimum of 6 feet apart. Hand sanitizer and sanitizer cleaning products are available in the CoWorking space. **FREE Co-Working** is available for nonprofit members for up to 20 hours per week. Reservations must be made at least 24 hours prior to use of space. Space is available only with a reservation. If you want a guaranteed, designated desk in our open coworking space, then we welcome you to explore our lease options. Please use our online reservation form to secure your coworking desk. All desks within the Coworking space have been positioned at a minimum of 6’ apart and provided with hand sanitizer. Maximum capacity for co-working space is 8 people.

Meeting space available includes: Board Room, Training Room and Atrium. The capacity for each meeting space depends on limit for each reopening phase. Our team is prepared to help you with the logistics of keeping your group safe and comfortable. In order to provide the safest environment for all, we are limiting the number of reservations to one group/organization per day. You can reserve your meeting space on our website. As an INIE

member, you receive up to 2 hours per month of meeting space rental for FREE during business hours. Due to COVID19 and the closing of our facilities in March, we are allowing members to "carry over" the 2 hours from the months of April, May and June to use by the end of 2020.

In Phase 3 of reopening, meeting rooms will only be at 50% capacity. Capacity numbers are as follows and adhere to maintaining seating of 6':

INIE Board Room: 10

Training Room: 20

Atrium: 30

Events are scheduled using provided [online form](#) at least 24 hours prior to the event date and must be approved by the Executive Director. No unscheduled events, meetings or appointments will be permitted.

ROOM SETUP

- Tables and chairs will be set to accommodate a 6 feet distance between seating
- Signage placed in all meeting and lobby/reception spaces to promote social distancing/wear masks.
- Additional signage will be displayed on the floor to indicate 6' distance

FACE MASK AND PPE

Leon County commissioners vote to require face coverings in indoor, public spaces. Learn more about the ordinance [here](#). INIE will not provide members, visitors or guests with PPE.

Per CDC guidelines and the Leon County Ordinance 20-15, face masks are required inside of public spaces. Face coverings (over the nose and mouth) are encouraged when social distancing is not feasible. Each individual should bring their own face covering to INIE. When the ordinance expires, INIE will still require face masks until further notice. For more information on free to face masks and other PPE, please visit <https://www.theinstitutefornonprofits.org/covid-19-communication>

Emergency disposable masks will be provided only when necessary. Hand sanitizer and disinfectant wipes will be readily available and provided throughout the facility.

SAFETY PROTOCOLS

INIE will adhere to the safety protocols of landlord, Tallahassee Community College (TCC), state and local government ordinances. In accordance with recommendations from the CDC, state, and local, the College's Facilities is following strict protocols to perform deep cleaning and disinfecting procedures throughout the offices, meeting space and coworking area. Sanitizer is readily accessible throughout the facility. Additionally, TCC Facilities has installed infrared lights which kill bacteria and airborne germs. All chairs and surfaces in close proximity to a guest will be sanitized after each use by INIE staff.

INIE staff and visitors of the INIE offices will be required to maintain at least 6 feet of separation from other individuals not within the same household. Should anyone not be able to comply with this policy, they should immediately speak with the INIE Executive Director. The Executive

Director may kindly ask members/guests/visitors to depart from the premises if policies are not adhered.

All members/visitors, INIE staff and volunteers are required to use face coverings (over the nose and mouth) when within 6 feet of another person who is not a member of the same household, when in group settings in the workplace or where social distancing is more difficult.

In-person meetings must comply with the latest governmental guidance in effect at the time of the meeting. As of the date of this document, there must be fewer than 10 people, and social distancing guidelines must be followed. Certain types of services are also required to maintain 25% occupancy level rates. Members and guests should contact the Executive Director with questions. Zoom meetings can take place in conjunction with in-person meetings in the facility. Members and guests must supply their own Zoom account information and can utilize the audio/visual equipment within the facility.

COVID19 TESTING FOR INIE STAFF

INIE staff and volunteers who are suspected of being ill will be advised to go home as soon as possible. Staff must notify their supervisor right away. Staff should not assume a diagnosis of any sort but merely inform one another of safe practices in "staying home" when not feeling well. Any concerns should be reported directly to your supervisor even if the Staff or student is not in your department and/or class. With specific regard to Staff, your supervisor should contact HR if the Staff reports outside of their department or if within the same department request the Staff to go home until confirmation from a medical provider is obtained that a return to work is possible. Staff and members may be asked to follow the potential exposure protocol for COVID-19, which is staying home until they are without symptoms, including fever free for at least 72 hours without fever-reducing medication before returning to work. The complete listing of CDC symptoms can be found in the following link:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Staff and members are entitled to protections against discrimination based upon age, disability, and a number of other protected categories. Others should not presume to determine if someone is in a high-risk category. Each individual should assess him or herself with the CDC guidance and/or their health care provider to determine if she or he believes it is safe to come to work. If a co-worker or faculty member learns of a high-risk factor, they must maintain confidentiality of that information, only reporting it with the Executive Director.

INIE will always work to protect the privacy of all Staff as well as the health and safety of the campus community. INIE asks all Staff to self-monitor daily before coming to work and requires Staff to stay home when not well and to follow return to work protocol of being symptom and fever-free for at least 72 hours without fever-reducing medication before returning to work.

INIE will work to isolate the area(s) of exposure and follow CDC guidelines to clean and disinfect areas used by Staff.

Staff will notify and work with their supervisors if they believe they have been exposed to someone who has tested positive or is experiencing symptoms of COVID-19. Should any Staff start to experience symptoms of fever and/or upper respiratory illness, he or she should notify

his or her supervisor, seek medical treatment and stay home in a non-work status in order to support full recovery. Faculty and staff who have potential exposure to COVID-19 but are not experiencing symptoms should follow CDC guidelines and self-quarantine for 14 days. During the period of self-quarantine, Staff continue to work remotely unless they are otherwise on leave.

Staff should return to work when they are fit for duty showing no symptoms of the coronavirus as defined by CDC standards. INIE's goal is to return workers to work in the safest manner possible while acknowledging possible limitations that may impact the ability to perform the essential functions of the job thus requiring modifications. While a return to work typically requires the assessment and documentation by the Staff's health care provider, this may not be reasonably possible due to COVID-19. Therefore, Staff should follow CDC guidelines to determine the appropriate time to return to work, while INIE asks returning Staff to be symptom free and fever-free for at least 72 hours without fever-reducing medication before returning to work.

CONTACT TRACING: STAFF AND VISITORS

In event that INIE leadership is notified of COVID19 cases from staff or visitors, then the Leon County Health Department will be notified by the Executive Director. Visitors will be asked to self-report their case to the Leon County Health Department which will manage next steps in contact tracing protocol. Names of known individuals from the INIE staff will be provided to the Leon County Health department and include the date of visit to INIE. In addition to the TCC daily cleaning protocols, INIE will additionally wipe all services with disinfectant wipes and disinfectant spray. The Executive Director will serve as the primary contact for all plans relative to COVID19.

For questions or additional information, contact the Executive Director, Feilna Martin at felina@myinie.org or call 850.201.9766.