

Online Discussions for Nonprofit Board & Executive Staff Members



BACK TO WORK: Reopening ChesCo Nonprofits Safely

Thought Leaders:

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Review of Gov. Wolf Reopening Phases: RED PHASE



RED PHASE

Work & Congregate Setting Restrictions

Life Sustaining Businesses Only
Congregate Care and Prison Restrictions in Place
Schools (for in-person instruction) Most Child Care Facilities
Closed

Social Restrictions

Stay at Home Orders in Place
Large Gatherings Prohibited
Restaurants and Bars Limited to Carry-Out and Delivery Only
Only Travel for Life-Sustaining Purposes Encouraged

RED PHASE: Is it time for your nonprofit to reopen?

Important questions to ask yourself	Aspects to take into consideration when deciding whether you should reopen yet
Why is now the right time for your business to open? Has the staff been functioning well while working remotely?	<ul style="list-style-type: none"> • If your staff has been functioning well working remotely, there should be no rush to return to work. With this, you should consult experts - both health and business-related - to ensure this is the right decision for the health of your organization and its employees. • Telework is highly recommended in cases where there has been no/little to moderate disruption by working remotely. • If your business has been completely halted by working remotely, opening while maintaining the CDC guidelines is an option. • With this, you should consult experts - both health and business-related - to ensure this is the right decision for the health of your organization and its employees.
Does reopening have an incomparable benefit?	<ul style="list-style-type: none"> • Going to work will ultimately lead to someone getting sick. • If someone does become sick, you might have to close again for another 14 days especially with a small staff. • When making this decision, you must decide if the benefit of reopening will outweigh the risk of people getting sick.
Who NEEDS to be there?	<ul style="list-style-type: none"> • People should only be in your office if they MUST be. • Unless it is completely necessary, an employee should not come into the office. • The decision on whether employees should return to work needs to be unilateral - you cannot tell someone to not come to work because they are at increased risk (age, immunocompromised) because that could be viewed as discriminatory. • Employers are required to provide a safe workplace.

Review of Gov. Wolf Reopening Phases: YELLOW

YELLOW PHASE

Work & Congregate Setting Restrictions

Telework Must Continue Where Feasible
Businesses with In-Person Operations Must Follow Safety Orders
Child Care Open Complying with Guidance
Congregate Care and Prison Restrictions in Place
Schools Remain Closed for In-Person Instruction

Social Restrictions

Stay at Home Order Lifted for Aggressive Mitigation
Large Gatherings of More Than 25 Prohibited
In-Person Retail Allowable, Curbside and Delivery Preferable
Indoor Recreation, Health and Wellness Facilities and Personal Care Services, and all Entertainment Remain Closed
Restaurants and Bars Limited to Carry-Out and Delivery Only



**Yellow means
proceed
with caution.**

YELLOW PHASE: If you've reopened, how can you create a safe space for your employees?

Important questions to ask yourself	Recommendations to stay compliant with Health Guidelines
How can you minimize the spread in your office?	<ul style="list-style-type: none"> • Any person entering the building should be screened. • It is recommended each person entering the building, enters through ONE door, and is appropriately screened prior. • This includes taking a temperature, a return to work medical questionnaire, and even some might say a negative COVID result. • If you decide to return to work, employees are always required to wear PPE when out in their communities to avoid contamination and spread at work. • Also consider touch-free solutions if possible - use/install automatic doors. High-touch points are still a place to contract the virus despite all precautions.
Where should you take the temperatures/return to work questionnaire?	<ul style="list-style-type: none"> • Pick one spot outside the building. • At one entrance, there should be a station where people can use a no-touch thermometer and fill out a questionnaire - utensils will have to be sanitized between each use. • These tests should be conducted EVERY day as you might be symptomatic one day and not the next. • Some might even suggest hiring a third-party to take the temperatures of each employee to avoid close contact - it is NOT suggested to have a designated employee take the temperatures and do the questionnaire because it puts that employee at risk. • It will be like a red light/green light system; any present symptom means the employee should go home.

YELLOW PHASE: If you've reopened, how can you create a safe space for your employees?

Important questions to ask yourself	Recommendations to stay compliant with Health Guidelines
What is the appropriate protocol for meetings?	<ul style="list-style-type: none"> • Keep your distance and limit based on necessity. • Although government recommendations sometimes allow groups up to 10, or as they adapt, meetings should be kept to a minimum. It is even recommended to continue any staff meetings via conference call/zoom. • If you need to have a meeting, you should place markers with the appropriate spacing, so people know where to stand/sit • Outside visitors, including Board Members, should be minimized as much as possible. • In the event a visitor has to enter your building, they will need to follow the same protocol as employees (temperature, return to work questionnaire). Additionally, the visitor should not just "pop-in", they need to alert the business of their arrival and the organization decides whether or not they should visit.
Should we be travelling for meetings?	<ul style="list-style-type: none"> • Limit travel at all costs. • Travel should not be promoted unless it is necessary. As we know, the spread of this virus is quick, and travel is a likely way to promote the spread and infect your office employees. • If travel for work is unavoidable, support travel by person/rental automobile instead of public transit (Amtrak/train, flight, etc.) or ride sharing.
What if you provide food for employees/meetings?	<ul style="list-style-type: none"> • Avoid contact and food sharing. • When providing food for employees or community members, do not use trays or buffet style. This is a likely place for cross-contamination of germs and a hotspot for the virus to spread. • It is recommended to order specific food for each of the attendees and food should be delivered in separate bags or picked up by the employees in staggered shifts.

Review of Gov. Wolf Reopening Phases: GREEN PHASE

GREEN PHASE: If you've reopened, how can you maintain a safe space for your employees?

GREEN PHASE

Work & Congregate Setting Restrictions

All Businesses Must Follow CDC and PA Department of Health Guidelines

Social Restrictions

Aggressive Mitigation Lifted
All Individuals Must Follow CDC and PA Department of Health Guidelines



Important questions to ask yourself	Recommendations to stay compliant with Health Guidelines
If someone gets sick, what should you do?	<ul style="list-style-type: none"> • Close, clean, contact trace. • The sick employee will go home for 14 days - anyone who has been in contact w/ them will receive a vague message, not identifying the employee, and they, too, will be sent home for 14 days.
How do you ease the anxieties of your employees?	<ul style="list-style-type: none"> • Be transparent, while also protecting employee privacy. • Keep records of cleanings and temperature taking/testing. • Make employees promptly aware of any possibility they may attract the virus (someone shows symptoms, there is a high temp. reading before entry, etc.).
If you don't own your space, does your landlord have a plan in place?	<ul style="list-style-type: none"> • Ensure your landlord has a plan in place for cleaning. • If you share your building space with other businesses and another employee becomes sick, should the landlord let everyone know? Yes. • There should be a concrete, definite plan to shut the building down and disinfect per CDC guidelines.

Main Take-a-ways: Tips for making a reopening plan

1. Choose a reopening date that works best for your organization.
2. Seriously consider an employee only policy at your workplace.
3. Develop a seating chart or a staggered schedule.
4. Create & maintain a safe workplace.
5. Be transparent about new policies.
6. Stay flexible.



**STAY
SAFE!**

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- [AIHA “Back to Work Safely” Guide](#) (AIHA)
- [Avoid Making These 5 Mistakes When You Reopen Your Business After the Pandemic](#) (Business Insider)
- [Be Smart and Safe About Reopening Your Small Business in a Post-Coronavirus Eorld](#) (USA Today)
- [Businesses and Workplace: Plan, Prepare, and Respond](#) (CDC)
- [CCEDC List of PPE Providers in ChesCo](#) (CCEDC)
- [COVID-19: A Checklist for Returning to Work](#) (Workest)
- [Getting Back to Business: COVID-19 Financial & Workplace Safety Updates](#) (NFIB)
- [Google and Twitter Are Right. Workers Should Stay Home.](#) (Bloomberg Opinion)
- [Guidance for Cleaning and Disinfecting upon Reopening](#) (CDC)
- [Implementing a National Return to Work Plan](#) (US Chamber of Commerce)
- [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) (CDC)
- [Reopening Toolkit](#) (SCORE)



HOPE TO SEE YOU NEXT TIME!

PLEASE INVITE BOARD & SENIOR STAFF COLLEAGUES

Food For Thought
Online Video Discussion of Nonprofit Crisis Management Topics



Best Practices in Tough Times
 Designed for Nonprofit Senior Staff & Board Members

**Grab your computer & a drink
 Log on from home
 Weekly on Tuesdays
 Starting 4/28 from 1:15-2:00 PM
 Free**



Topics	Thought Leader
4/28 Crisis Management: Survey Results Crisis Communication	Karen Simmons Beth Krallis & Jamison Ludgate
5/5 Strategy, Program & Service Modification	Karen Simmons & Mike DeHaven CPA
6/12 Managing Fiscal Stress	Bob Ferguson & Kathy Wilczek CPA
5/19 Raising Revenues: Events & Virtual Fundraising	Beth Krallis & Jamison Ludgate
5/20 Raising Revenues: Gifts & Grants	Connie Carter CFRE, Krys Sipple CFRE & Corrine Sylvia CFRE
6/2 Raising Revenues: Stewardship	Beth Harper Briglia, CPA, CAP

Take Survey: www.surveymonkey.com/r/CCCF-nonprofitchecklist
 Register: tiny.cc/cccfonline

CHARTER COUNTY community FOUNDATION
 info@chescocf.org 1650 696-8221 www.chescocf.org

REGISTER AT

chescocf.org/explore/food-for-thought/