Online Discussions for Nonprofit Board & Executive Staff Members

BACK TO WORK: Reopening Arts & Culture ChesCo Nonprofits Safely

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chescocf.org/covid-19
**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

### Why is now the right time for your business to open? Has the staff been functioning well while working remotely?

- **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?

- **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?

- **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, immuno-compromised) because that could be viewed as discriminatory.
- Employers are required to provide a safe workplace.
# 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 PHASE: If you’ve reopened, how can you create a safe space for your employees?**

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<tr>
<th>Important questions to ask yourself</th>
<th>Recommendations to stay compliant with Health Guidelines</th>
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| **How can you minimize the spread in your office?** | • 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?** | • 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?**

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| What is the appropriate protocol for meetings? | • 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 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? | • 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? | • Avoid contact and food sharing.  
• When providing food for employees are 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. |
**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

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**Important questions to ask yourself**

**If someone gets sick, what should you do?**
- Close, clean, contract 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?**
- 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?**
- 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.

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**Recommendations to stay compliant with Health Guidelines**

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**Review of Gov. Wolf Reopening Phases: GREEN PHASE**
**GREEN PHASE: If you’ve reopened, how can you maintain a safe space for your employees?**
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.
RESOURCES

CHESCOCF.ORG/LIFE-DURING-AFTER-COVID-19/

- 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 World (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

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

chescocf.org/covid-19