



## **In-Person Work Guidelines for IPI Employees (Updated March 11, 2022)**

IPI's flexible remote working policy will remain in place through Friday, April 1, 2022.

This policy will be **revisited regularly** and necessary updates and revisions will be made and announced when merited.

The following guidelines outline the safe use of the office for those who have indicated a desire to work in the office either on an occasional or regular basis.

These guidelines for employees have been updated to reflect current concerns in the wake of the Delta and Omicron Variants. It is in line with procedures and guidance from New York State and the Centers for Disease Control and Prevention (CDC).

Your safety and well-being is of the utmost importance to us.

Please read these guidelines carefully and if you have any questions, please contact a member of the management team.

### **Employee Screening**

All employees entering our buildings must conduct a self-screening for COVID-19 symptoms and possible exposure. This will be via a self-declaration screening form available on our website at [www.ipinst.org/return-to-office](http://www.ipinst.org/return-to-office) .

All employees will need to complete this form each time they wish to come into the office. Employees should complete this form online **at least** 24 hours before coming into the office.

All IPI Staff and Guests must **verify vaccination status** in advance of entering the IPI office.

This may be done in person via scheduled appointment with a member of management or by sending a picture of your vaccination card or Excelsior Pass to Zelia Herrera, Senior Director of Finance and Administration.

**All staff and external guests must be fully vaccinated for in-person office work.** It is highly recommended that those who are working in-person in the office also receive their booster shot.

Booster vaccines are now considered an [integral part of the vaccine regiment](#). They are also seen as the most effective method (combined with mask wearing and regular testing) to reduce the spread of COVID-19 and to prevent incidences of serious illness.

IPI employees are required to stay home if they have any possible symptoms of COVID-19, including fever or chills, cough, shortness of breath, muscle or body aches, sore throat, or new loss of taste or smell, or other symptoms of illness.

**IPI Employees must follow the following CDC Guidelines regarding testing and the rules regarding when to quarantine and for how long.**

Anyone who has had [close contact](#) with someone with COVID-19 should quarantine for 5 days **after their last exposure** to that person.

**Close contacts should also do the following:**

- [Wear a mask](#) indoors and in public for 10 days following exposure.
- Get tested and [isolate](#) immediately if experiencing [COVID-19 symptoms](#).
- **Get tested 5-7 days after close contact** with someone with suspected or confirmed to have COVID-19.

### **Physical and Social Distancing**

- Please maintain social distancing practices in the workplace. A distance of at least 6 ft. must be maintained among all individuals at all times, unless safety of the core activity requires a shorter distance.
- A face mask or face covering must be worn at all times in common areas of the Church Center and IPI offices, including in the elevators and in the hallways. Face masks may be removed in the IPI offices when sitting at your desk or when previously agreed in small meetings of fully vaccinated staff members.
- All Staff members are encouraged to have their own face mask. For those without them, face masks will be made available at the reception desk. For further information about face coverings please refer to the [CDC Face Covering guidance](#).
- The elevator capacity is limited to four people by the Church Center.

## Working Hours

- Office hours have been modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- The 9:00am – 5:00pm working hours will now be from 8:00am – 6:00pm. Your supervisor will meet with you to discuss a schedule that works for you, if you choose to spend a day in the office.

## Hygiene/ Office Cleaning

- Hand sanitizers are located in multiple locations around the offices. Please use the sanitizers available regularly to prevent the transmission of any viruses.
- Employees are advised to wash their hands regularly with an alcohol-based hand sanitizer that contains at least 60-90% alcohol or wash their hands with soap and water for at least 20 seconds.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Disposable cleaning wipes are available at the reception desk and in the 4<sup>th</sup> floor kitchen for employees to use.

## Seating Arrangements and Desks

- Workspace layouts and seating arrangements will be reviewed by April 1 to allow for social distancing measures. Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- If you work on the 7<sup>th</sup> Floor, safety protocols will be discussed separately with you.
- We understand that some of you may still have concerns working in the shared office environment. We will accommodate staff working with laptops in the 12<sup>th</sup> floor meeting room at a social distance. Requests to work on the 12<sup>th</sup> floor will need to be made to both the Events Manager, Jon Benitez, and the receptionist, Xiomara Ocampo, who will monitor the bookings.

## The Kitchen Areas: 4<sup>th</sup> and 12<sup>th</sup> Floor

Only **two people** in the 4th floor kitchen at a time.

## Restrooms

The restrooms will have a **one-person occupancy system** and a signage system has been put in place to advise when the facilities are occupied.

## Meetings

- Essential meetings should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- At this current time, all Program Staff or All Staff meetings will continue to be conducted virtually, in the IPI Zoom Room.
- The 4<sup>th</sup> Floor Library will have a maximum occupancy of four people at a time.
- All room booking procedures remain the same and must be booked via the receptionist, Xiomara.

## Visitors

**All external visitors to IPI must adhere to all protocols within these guidelines, including vaccine status verification.**

- IPI guests must send an e-mail to verify their vaccination status and for contact tracing purposes before coming to IPI.
- All visitors to the Executive Office must send Nadia their verification of their vaccination status before coming to the 12<sup>th</sup> floor.
- All other IPI visitors must either send their vaccination verification ahead of the meeting or event; or send an e-mail agreeing to the following statement before coming to IPI for an in-person meeting or event: **“I confirm that I am vaccinated. I will provide proof of vaccination to the relevant IPI staff member on the day-of the meeting.”** The IPI staff member responsible for the meeting will email the receptionist, Xiomara, and let her know that the above statement was confirmed.
- There will be a **physical sign-in sheet** at IPI for contact tracing purposes for guests meeting with IPI staff on the 4<sup>th</sup> floor and a **physical sign-in sheet for event participants** on the 12<sup>th</sup> floor. Meetings conducted by IPI’s President will be noted—in terms of the name, date, and time of the meeting, by Nadia.

## Sickness Procedures

- Any employee who contracts COVID-19 must inform the Senior Director of Finance and Administration immediately.
- Should an employee contract COVID-19 and expose others in the office, we will immediately inform all employees of the possible exposure. We will identify those that have been in close proximity of the possible exposure and contact them individually.
- Employees who have been potentially exposed will be sent home and will work remotely for 5 days. The employee's supervisor will keep in contact with the employee throughout the 5 days.
- A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.
- If you feel that you have any [symptoms](#) of acute respiratory illness (fever, cough, shortness of breath) upon arrival to work or during the day, please return home, and advise your supervisor.
- If you cough or sneeze, please cover your nose and mouth with a tissue (or an elbow or shoulder if no tissue is available).
- Sick employees should follow [CDC recommended steps](#). Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).
- In line with the CDC guidance, any employee who has symptoms of acute respiratory illness, must stay at home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer) for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Flexible work from home policy will be extended if any risk of exposure or infection (including exposure or infections by your dependents)
- Upon testing positive, any sick days taken will not count against sick day allocations.

Please remember to adhere to the sickness reporting procedures.

## Outside Spaces

- The 12<sup>th</sup> Floor terrace will be open principally for Executive Office meetings. Please check in with Nadia before using this area in order to check availability.

## Travel

### **Work Travel:**

- Staff business travel remains limited, but it is now being considered on a case-by-case basis.
- We understand that travel to the office will be different than in the past and that many have concerns about taking the subway. If you plan to come into the office, we ask you to review all potential options for safe travel.

### **Requirements after traveling before returning to the IPI office:**

- IPI requests that all staff members who have returned from any air travel (professional or personal) and/or have been in high-risk settings wait 5 days to return physically to the office and present proof of a negative COVID-19 test (PCR test) to return, irrespective of vaccination status.
- Any staff member who tests positive could be asked to work remotely for a minimum of five days and must produce a negative COVID-19 test before returning to the office. Any staff member who is in close contact with a positive COVID-19 case is asked to **work remotely for a minimum of five days after exposure** and should produce a negative COVID-19 test (PCR test) before returning to the office.
- Starting in January 2022, IPI will keep a small supply of COVID-19 rapid at-home antigen tests in its First Aid kit. This would enable any staff member who feels unwell during the course of a day to test immediately and mitigate possible risks of spreading COVID-19.