

March 9, 2020

COVID-19 Protocols for all National Setting Employees

*****ALL POLICIES AND PROTOCOLS SUBJECT TO CHANGE*****
AS NEW INFORMATION SURFACES

THE FOLLOWING PROTOCOLS ARE IN PLACE FOR ALL NATIONAL SETTING
EMPLOYEES

In an effort to comply with new standards around social distancing, and in response to the CDC's strategy not just to contain the spread of infectious diseases but to mitigate against its impact, the following protocols are active until further notice:

- All air travel for work is prohibited. Emergency air travel for work may be considered on a case-by-case basis. Consult with the elected Officer overseeing your ministry area.
- Please report any personal air travel to the elected Officer overseeing your ministry area.
- Auto travel may be permitted by the elected Officer overseeing your ministry area for participation in small group gatherings on a case-by-case basis; explicit permission is required.*
- Anyone returning from international travel that includes China, Italy, Japan, Iran or South Korea is required to work from home for 14 days, and if symptoms consistent with the COVID-19 virus manifest, then the employee will need a note from their doctor before returning to work.
- Anyone returning from international travel to other countries is requested to work from home for 14 days, and if symptoms consistent with the COVID-19 virus manifest, then the employee will need a note from their doctor before returning to work.
- All staff should strive to hold meetings by Zoom when at all possible.
- Staff who need to cancel either air bookings or hotel bookings should first ask to have expenses returned to the credit card used rather than being held for future travel. When possible, this is the preferred option.
- When hotel reservations are cancelled, please cancel the entire block and inquire as to whether or not penalties will be waived because of CDC protocol. Please maintain the written response for your records.

These protocols hold until further notice. We are tracking up to date information multiple times each day, and if circumstance warrant it we will make changes to these protocols.

If you are planning meetings beyond 60 days, please inform those with whom you are working of these current protocols and also let them know that any plans you make are tentative. Because we are hopeful that with warmer weather the threat level of this virus will diminish, we are not asking you NOT to plan meetings or

gatherings during the warmer months, we are just asking that you inform all participants that anything you agree to now is tentative. We would also ask you to hold off purchasing plane tickets for June meetings or later until a later time when more information about the circumstances will have surfaced.

*If you have any questions about what qualifies as a permissible number of people gathering, consult with your elected Officer. We would like to put a hard number on this, but we can't. In Washington already last week, meetings of over 10 were discouraged. Various places have different tolerances. It is best to check with County Health Departments about any statements they have issued.