

Keeping CF Campus Safe During **COVID 19**

RETURN TO WORK ACTION PLAN

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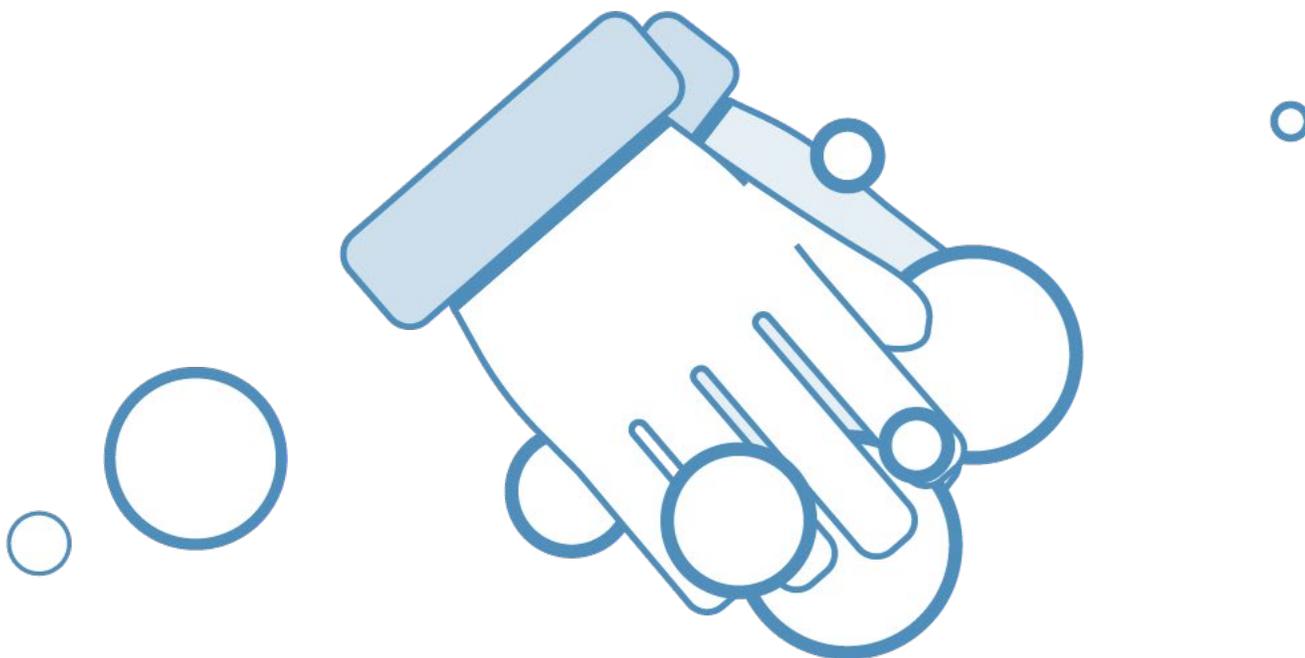
Introduction

At the Community Foundation Campus, it is our priority to keep our tenants and their families healthy, especially in the midst of the COVID-19 pandemic. CF Campus was established as a place for people to come together to convene, collaborate, and grow. Unfortunately, during this world-wide crisis we have to change that approach temporarily to keep all of our tenants and community members safe.

As such, we will abide by [governmental guidelines and recommendations](#) when possible as we strive to balance public health concerns with the needs of our community. This return to work action plan details how we plan to reopen our Campus and still keep all of our tenants safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC), Arizona Department of Health Services (AZDHS), and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and tenants, and outlines the steps CF Campus is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. By releasing this return to work action plan, CF Campus hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our tenants as we return to the office.

We understand that every tenant's situation is different and encourage those with specific risks or concerns to reach out to their organization manager or our Member Services Coordinator, Chelsey Johnson, to discuss alternate arrangements, should they be necessary.



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Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. CF Campus and CFSA management will continue to monitor applicable Governmental Guidelines and determine next steps for reopening the office.

We’ve created a tentative phased approach for allowing staff and tenants to return to work. To remain consistent with federal guidance, our phased approach to reopening our office mirrors the guidelines included in the White House’s [Opening Up America Again Guidelines](#).

Phase Two: August 1, 2021

Under Phase Two, CF Campus will reopen to nonprofits and community members.

Upstairs Work Spaces (CFSA, SVP): We recommend that staff within each department communicate about their comfort level when returning to work. We will allow all seats to be filled in each pod and masks will be required if there are people sitting within 6 feet of you in your pod.

Coworking Offices (Office 151-161): We recommend that tenant teams communicate about their comfort level in the office. Rotating work schedules might be a solution if people do not feel safe all together. Masks are not required inside your personal office space but will be required outside of your office.

Outdoor Suites (Suite 105-137): We suggest that you communicate with your team inside the suite. Create a work schedule plan to ensure everyone’s safety and comfort. Suite tenants may continue using the main building to spread out, if needed. Masks are not required inside your personal office space but will be required outside of your office.

Guidelines for everyone:

As of July 27, 2021 the CDC Recommends: “To maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission. Wearing a mask is most important if you have a weakened immune system or if, because of your age or an underlying medical condition, you are at increased risk for severe disease, or if someone in your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated. If this applies to you or your household, you might choose to wear a mask regardless of the level of transmission in your area.” The CF Campus is adhering to this guidance with the following criteria:

- **Mask Policy:** CF Campus will **require mask wearing in all common areas** until further notice.
- **Physical Distancing:** CF Campus asks that people continue to be mindful of personal space and physical distancing as meetings come back to the in-person setting. Unvaccinated and high risk individuals should continue to socially distance. We ask that all renters follow the following capacity chart:
 - **Small Conference Room:** Max 10 People
 - **Each individual section of the large conference room (closed walls):** Max 25 people
 - **Two sections of the large conference room (one closed wall):** Max 60 people
 - **Three sections of the large conference room (all walls open):** Max 90 people
 - **Courtyard / Reception Hall:** Max 100 people each

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- **Cleaning Policy:** CF Campus provides nightly sanitation services Monday-Friday; however, we do not provide mid-day services. In order to keep our event spaces and common areas clean please wipe down any used tables, shared supplies, and door handles after a reservation is complete with the provided sanitary sprays.
- **Catering Policy:** CF Campus will allow food catering in our event spaces. We strongly encourage renters to serve food in individually packaged wraps, by a single server, or in a low touch buffet line. Frequent hand sanitizing is strongly advised.
- **Entry Doors:** The entrance doors will be unlocked during business hours. Monday -Friday from 8am – 5pm. Tenants can access the building with their key cards 24/7.
- **Nonmember Reservations:** Nonprofit organizations who are not tenants of the Campus will be allowed to book meeting and event reservations in our indoor and outdoor spaces as of August 1, 2021. Nonmembers have to follow the same set of guidelines as all tenants on Campus in regard to mask guidelines, capacity limits, and personal cleaning protocol.

Phase Three

TBA – Phase three will depend on the ever-changing case numbers of COVID-19 and other variants in the United States, specifically in our community in Southern Arizona.

Considerations

It's important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should a tenant test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our Campus community. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or to close.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the office based on individual circumstances. Please reach out to your organizational manager to work out your person return schedule.

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Workplace Protocols to Follow When Returning to Work

CF Campus has implemented various workplace protocols designed to preserve the health and safety of our tenants as they return to work. This section further explains these protocols. For additional information, please reach out to Georgia Schwartz or Chelsey Johnson.

Tenant Screening, Exposure and Confirmed Illness Protocols

Keeping tenants safe is our priority. To accomplish this task, we ask that you follow the instructions below to keep yourselves and your neighbors safe and healthy.

Tenant Screening Protocols

CF Campus will not be performing health screenings on tenants. We ask that tenants continue checking their temperature regularly at home. We trust that as professionals and members of our tenant community, each person will be honest and responsible in regards to their health and wellness. If any person feels under the weather or show [symptoms of COVID-19](#), we ask that you respond appropriately to protect yourself and the others on our Campus.

COVID-19 Exposure and Confirmed Illness Protocol

Tenants who test positive for COVID-19 or believe they have been exposed will be instructed to follow the advice of a qualified medical professional and self-quarantine. Please notify a Campus Staff person if you have been on site at CF Campus within 14 days of coming into contact with the virus or testing positive for the virus. This information will remain confidential and will only be used to notify our janitorial staff on Campus. When self-quarantining, tenants should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, people who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table on the next page are met:

Return to Work Considerations	
Tenant was symptomatic but was not tested for COVID-19. (We encourage all staff and tenants to get tested by a medical professional if they are experiencing symptoms.)	Tenant was tested for COVID-19.

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<p>The tenant may return to work if:</p> <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time;• Coughs and other symptoms have improved; and• Seven days have passed since they last experienced symptoms.	<p>The tenant may return to work if:</p> <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time;• Coughs and other symptoms have improved; and• Seven days have passed since they last experienced symptoms;• They have received two negative COVID-19 tests in a row.
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If a tenant tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, tenants who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine. CF Campus may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus. CF Campus will pay for cleaning of the main building; if deep-cleaning needs to occur in an outdoor suite please contact Campus Staff.

Health and Safety Protocols

The success of our return to work action plan relies on how well our tenants follow distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to the attention of Georgia Schwartz or Chelsey Johnson.

General Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help tenants remain healthy, we have hand sanitizer and disinfecting wipes available throughout the CF Campus. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that tenants wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect high-touch areas such as faucets and door handles on a daily basis.

Finally, tenants who are feeling sick are asked to stay home from the office. Tenants who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the

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guidance of a health care provider. Tenants with symptoms are asked to work remotely or take PTO. Tenants who have been diagnosed with COVID-19 or are aware they've been directly exposed to it should notify Campus Staff.

Tenant Mental Health Considerations

CF Campus understands that the COVID-19 pandemic has increased stress levels across the country. We want to prioritize our tenants' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for tenants to return to work and are ready to discuss personal situations. Managers and supervisors are aware of mental health considerations during this transition. Tenants with concerns regarding their mental health should request additional resources from their manager or Campus Staff. Click [here](#) for a link to coping mechanisms provided by the CDC.

Cleaning and Disinfecting Protocol

Tenants should do their part to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Tenants should also avoid using others' workstations, tools and equipment. Additionally, whenever a tenant uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by CF Campus. Tenants should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Conclusion

CF Campus is excited to reopen our facility and return to a "new normal" way of work post COVID-19. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our tenants every step of the way as we consider reopening our business's doors.

We will execute our plan cautiously, following governmental guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Tenants should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager or Campus Staff.

Finally, we ask that tenants are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Tenants will be given as much notice as possible in the event of an unforeseen setback or office closure.

Tenants should direct questions regarding the content of this action plan to Chelsey Johnson at cjohnson@cfcampus.org. Furthermore, while the strategies included in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).