

**Community Foundation Campus  
COVID-19 Protocols & Procedures  
Effective March 7, 2022**

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## Summary of Key Points

***This update serves as notice that the CF Campus will no longer require masking and social distancing in common areas starting March 7, 2022.***

CF Campus is updating Campus’s COVID-19 policies and protocols in response to improving conditions in Pima County. This decision included considerations of Local, State, and National Health official recommendations and data demonstrating a decline in cases, decline in serious cases, and increased availability of services including hospital capacity and vaccine access. All protocols stated in pages 4-7 of this document remain in place until further notice.

### **Key points include:**

- Masking and distancing are no longer required in common areas.
- Indoor dining is no longer prohibited.
- Tenants may continue to follow their own protocols for their office spaces.
- CDC Quarantine Recommendation Updates (*page 6*)

## Introduction

At the Community Foundation Campus, it is our priority to keep our tenants, guests, and their loved ones healthy, especially since the onset of the COVID-19 pandemic.

We strive to maintain our mission of collaboration and serving as a resource for nonprofits while also making accommodations for pandemic protocols on CF Campus.

Your cooperation is truly appreciated and necessary to uphold our spirit of community respect during the farthest-reaching public health crisis in modernity. By sharing these updated policies and procedures, Campus staff hope to clearly communicate strategies to protect your safety and establish a level of comfort for all tenants as we return to the office, work from home, or quarantine as needed.

We understand that every individual's situation is different and encourage all CF Campus members to share ideas for strategies, needs for accommodations, resources on COVID-19 virus, concerns, or instances of non-compliance with the Member Services Coordinator or Campus Manager. As autonomous members of an intentionally communal facility, our collective cooperation and transparency is vital to maintaining a safe workspace.

We ask that all members and guests on CF Campus abide by the most recent county, state, and federal health authority guidelines when possible as we strive to balance public health concerns with the needs of our community. This document provides our tenants with guidelines to decrease transmission risks and respond to instances of COVID-19 exposure on CF Campus.

In preparing this plan, CF Campus staff has consulted the recommendations of Centers for Disease Control and Prevention (CDC), Health Information Privacy and Protection Act (HIPPA), National Institute for Mental Health (NIMH), World Health Organization (WHO), Occupational Safety and Health Administration (OSHA), medical schools, and the Arizona State and Pima County Health Departments.

This plan highlights the responsibilities of managers, tenants, and non-members and outlines the steps CF Campus is taking to address COVID-19 transmission risks and exposures. This plan includes clickable links to all these resources and tenants are encouraged to share them widely.

## CF Campus Workplace Protocols & Procedures

CF Campus and CFSA management will continue to monitor applicable health official guidelines and determine steps for limiting on campus COVID-19 exposure. To remain consistent with federal guidance, our approach to reopening our office mirrors the [CDC guidelines](#).

It is important to note that these policies and protocols are subject to change based on state and local guidance and the evolution of the virus and vaccine recommendations. Should a tenant or guest test positive for COVID-19, our plan may change in an effort to protect our CF Campus community. In addition, significant regional case spikes, variant complications or other unforeseeable circumstances may necessitate updates to this plan.

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

## **Health & Safety Protocols**

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 or to provide feedback, please email [CF Campus staff](#).

The CF Campus is currently open to nonprofits and community members. Nonprofit organizations who are not tenants of the Campus are able to book meeting and event reservations in our indoor and outdoor spaces. The entrance doors will stay unlocked during business hours, Monday - Friday from 8 am to 5 pm. Tenants can access the building with their key cards 24/7.

Nonmembers are required to follow the same set of guidelines as Campus tenants regarding mask guidelines, capacity limits, and personal cleaning protocol. The success of this plan relies on how our tenants and guests commit to the practice of social distancing and hygiene protocols. As such, the following protocols have been implemented to ensure your health and safety.

### **Mask and Distancing Guidelines:**

As of March 7, 2022, CF Campus will no longer require tenants or visitors to wear masks in common areas (defined as any area outside of your office or meeting space doors) until further notice.

**Physical Distancing:** CF Campus asks that people continue to be mindful of personal space and physical distancing comfort levels of attendees as meetings come back to the in-person setting. Unvaccinated individuals and those with elevated risks should continue to practice social distancing.

### **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 and after touching shared surfaces.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.
- Provide PPE to employees and guests as needed.

To help tenants remain healthy, hand sanitizer and disinfecting spray/cleaner will be available throughout the CF Campus and easily accessible to tenants and visitors. It is suggested that tenants wash their hands more frequently than usual. Additionally, building management has instructed the office cleaning crew to disinfect high-touch areas such as faucets and door handles on a daily basis. Environmental Services contract supervisors routinely follow up with CF Campus staff to confirm cleanliness standards are being met.

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 guidance of a health care provider.

Tenants with symptoms are asked to work remotely. Tenants who have been diagnosed with COVID-19 or are aware they have been directly exposed to it should notify Campus Staff immediately. Providing work from home options, not requiring doctor's validation of illness, following HIPPA policies when discussing COVID-19, and non-punitive policies regarding work attendance policies can all help to prevent transmission from those who may not be able to afford the burdens of quarantine and loss of income or work. See [OSHA's](#) suggestions on implementing workplace protections, flexibilities, and controls.

### **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. [Harvard Medical School](#) and the [National Institute for Mental Health](#) offer coping mechanisms and insight on mental health considerations. CF Campus encourages tenants to share these resources widely with their staff and constituents. As a reminder, the 2<sup>nd</sup> floor meditation room, shower room, and green/outdoor spaces are available to all tenants. Pima County Library has a [list of local resources](#) available online. Please reach out to CF Campus staff for additional support.

### **Cleaning and Disinfecting Protocols**

The following are our recommended strategies for limiting COVID-19 exposure through proper hygiene and cleaning on campus:

Tenants are asked to help keep the office as clean as possible by cleaning and disinfecting their workstations and surfaces daily. Tenants should also avoid using others tenants' workstations, tools, and equipment. Additionally, tenants should wipe down shared equipment (e.g., printer or fax machine) prior to or after use. Proper cleaning and disinfecting supplies may be provided to tenants by CF Campus.

Tenants may contact CF Campus staff to obtain supplies as needed. Tenants should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface or coming into contact with shared surfaces such as light switches, doorknobs, and chairs.

**Event Space 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, chairs, shared supplies, and door handles after a reservation is complete with the provided sanitary supplies.

**Event 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 minimal contact buffet line.

## **COVID-19 Exposure Protocol**

Keeping tenants safe is our priority. The [Arizona Department of Health Services has provided current guidance](#) which might be helpful to your team. We ask that you follow these protocols in response to possible COVID-19 exposure:

### **Tenant Screening Protocols**

CF Campus will not be performing health screenings on tenants. CF Campus will not require negative test results or proof of vaccination to grant members or nonmembers access to campus or services. We ask that tenants continue checking their temperature regularly at home. There is a thermometer available for use at the front desk. We trust that as professionals and members of our tenant community, each person will be transparent and responsible in regard to their personal and communal health and wellness. If any person feels sick or has any [symptoms of COVID-19](#), we ask that you respond appropriately to protect yourself and others on CF Campus.

### **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 CF Campus staff member if you have been on site at CF Campus within 10 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 trigger additional safety protocols on campus.

In addition to the outlined procedures below, please review the [CDC update for recommendations for quarantine and isolation following COVID-19 exposure](#) published on January 31, 2022:

#### ***What to do:***

- The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19.
- If possible, stay away from people you live with, especially people who are at higher risk for getting extremely sick from COVID-19.

#### ***After quarantine:***

- Watch for symptoms until 10 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

## **Conclusion**

The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this document, we are prioritizing the

health and wellness of our tenants every step of the way as we regulate how we use and rent our spaces while considering autonomy of individuals and member organizations and nonmembers on Campus.

We will execute our plan cautiously, following health official guidance and keeping aligned with our mission to create a safe collaborative space for nonprofits to grow their impact. We also understand that each member's needs and circumstances will be different, and we encourage managers to allow for safe and private discussion with employees regarding their needs or concerns during this pandemic. Please remember to [practice HIPPA Privacy Guidelines](#) when interacting with others on campus.

Discrimination or breach of HIPPA guidelines will not be tolerated. Reported incidents will be immediately addressed by CF Campus Staff. Tenants should discuss any concerns they have about returning to work as it relates to their personal health or situation with their manager. Please reach out to CF Campus Staff or [The Center for Community Dialogue](#) at [center@ourfamilyservices.org](mailto:center@ourfamilyservices.org) or call 520.323.1708 x 422 if you need support or mediation.

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

Tenants should direct questions regarding the content of this document to Campus Staff at [info@cfcampus.org](mailto:info@cfcampus.org) or directly to the Campus Manager or Member Services Coordinator. CF Campus Staff requires your cooperation in enforcing and following these guidelines with all individuals on campus.

Please take initiative to inform any visitors of these policies and inform CF Campus staff of any noncompliance incidents. CF Campus staff is not available to enforce these policies during all hours of operation. We appreciate your compliance and support in keeping the CF Campus a safe collaborative space for nonprofits and our community.

*Supersedes policies and protocols last revised March 1, 2022.*