

On June 13, we enter Stage 4 of the Governor's Idaho Rebounds Plan for the reopening of businesses in the State. We have consistently followed CDC and state guidelines throughout the Pandemic, and we will continue to do so. Here's what this means for IYR operations during Stage 4, scheduled to last from June 13-June 26.

Personal Hygiene Practices: Proper personal hygiene practices are the most important and effective way to prevent becoming sick or infecting someone else. We will continue the following practices that apply to all IYR employees in all of our work locations:

- If you feel sick, Stay Home.
- Wash your hands – often, for 20 seconds using soap and water. If soap and water aren't available use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Wash your hands EVERY TIME you:
 - Enter the workplace for your shift
 - Leave the workplace at the end of your shift
 - Start or finish a break
 - Remove your gloves
- If you must cough or sneeze, cover your mouth and nose with a tissue or sneeze/cough into your arm (elbow). Wash your hands immediately after.
- Avoid touching your face, particularly after handling objects or touching high contact surfaces.

Social Distancing: We will continue our existing protocols to ensure six (6) foot physical distancing requirements for employees and patrons at all our worksites.

- Do not congregate in work rooms, pantries, copier rooms or other areas where people tend to socialize. Keep 6 feet apart when possible.
- Eat your lunch at your desk or away from others (avoid lunchrooms or breakrooms, unless they have been set up to ensure 6-foot separation).

Use of Masks: We will continue to require wearing masks under the following conditions:

- When entering or leaving IYR buildings
- While working indoors (unless you are working alone in your office or a private work area, or in a meeting as described below)
- When driving in a vehicle on IYR business with another person.
- Outdoors whenever you are (or likely to be) within six (6) feet of another.

Meetings: In person meetings are a valuable part of the relationship-building culture at IYR, and the value of facial expressions and affect is a consideration in effectively doing aspects of our work. During Phase 4, the following guidelines should be followed for internal and external meetings (with donors, volunteers, clients, parents, etc.).

- **Internal (Staff Only) Meetings:**
 - Use online conferencing (Teams, Go-to-Meeting, etc.), email, or the telephone when possible, even when people are in the same building.
 - If there are compelling reasons for meeting in person (reviewing hard copies of documents, discussing a sensitive issue, in-person training, etc.), consider where to hold the meeting. Open air meetings are the best, safest choice. Large rooms or spaces that allow outside airflow are next best. Individual offices should be the last choice.
 - When meeting indoors, set up the room in advance to ensure participants remain 6 feet apart (standing meetings are a good way to ensure this separation).
 - Staff must practice social distancing keeping six (6) foot separation between participants during the meeting.
 - Masks must be worn while entering/exiting or when moving within a meeting room.

- Masks may be taken down while attendees are stationary AND maintain at least 6 feet separation from all others.
- The meeting coordinator or designee must disinfect all common surfaces (tabletops, chair arms, and other high-touch surfaces) before and after the meeting.
- If food or beverages are provided, they should be single-serving (avoid common utensils) and hand sanitizer and handwashing should be available (see below for additional info about food).
- **Meetings Involving Individuals Who Are Not IYR Staff:** Some meetings with donors, volunteers, and other outside stakeholders can be done virtually, but relationship-building may compel us to have some meetings face-to-face.
 - Use online conferencing (Teams, Go-to-Meeting, etc.), email, or telephone when possible.
 - If there are compelling reasons for meeting in person (reviewing hard copies of documents, discussing a sensitive issue, needing an in-person training, etc.), consider where to hold the meeting. Open air meetings or large rooms or spaces with outside airflow are preferable.
 - When meeting indoors, set up the room in advance to ensure participants remain 6 feet apart (standing meetings are a good way to ensure this separation).
 - Whenever possible, provide a virtual option for those who prefer not to meet in person.
 - Participants must practice social distancing keeping six (6) foot separation from other participants during the meeting.
 - Staff must wear masks when entering/exiting or when moving within a meeting room.
 - Non-staff are encouraged to wear masks, but masks are not required.
 - Masks may be taken down while attendees are stationary AND maintain at least 6 feet separation from all others.
 - The meeting coordinator or designee must disinfect all common surfaces (tabletops, chair arms, and other high-touch surfaces) before and after the meeting.
 - Try to have the door(s) to the meeting room held open to avoid touching doorknobs.
 - If food or beverages are provided, they should be single-serving (avoid common utensils) and hand sanitizer and handwashing should be available (see below for additional info about food).
 - Begin the meeting with an explanation of the guidelines being followed so everyone understands the expectations for the meeting.

FOOD:

- As stated above, whenever possible, food should be single-serving, and hand sanitizer and handwashing should be available.
- Bulk food (like pizza) may be served provided the following:
 - One staff member is designated to oversee food distribution.
 - Food is served only by that person.
 - Hands are washed immediately prior to serving.
 - Server wears facemask and latex-type gloves.
 - Those receiving food wear facemasks while getting their servings.
 - Serving utensil(s) have been thoroughly cleaned immediately prior to serving.
 - Plates and cups are disposable, and utensils are individually wrapped and disposable.
 - Food is not left out for employee "grazing."
 - Those eating are ensuring social distancing.

Other Protections: We will continue our current protective & safety practices, including:

- Regular cleaning & disinfection of our work areas and especially high-touch surfaces.
- Use of gloves for material handling, cleaning, and as otherwise directed.
- Sneeze guards or shields

Working from Home: We will resume unrestricted staffing of all our worksites, while continuing to practice physical distancing, personal protections, and sanitation to protect our workers. IYR employees are no longer encouraged to work from home. If an employee feels they are unable to return to the workplace due to their vulnerability to COVID-19, they should contact their supervisor or HR.

Travel: We will continue to allow non-essential travel when it is:

- Mission-critical
- To or from locations in Idaho
- Approved by the ELT member who oversees that area

Every IYR staff member has played an important role in helping us through the process of keeping open or re-opening our operations while adhering to the CDC's and the Governor's guidelines. The focus and discipline each of you has demonstrated in protecting the health and safety of yourselves and others has allowed IYR to return in a strong position and nearly COVID-free. Thank you again for your support and effort. I know I can count on you as we move forward.