

## LIT COVID Safety Protocols

Leaders Igniting Transformation is committed to providing a safe and healthy workplace for all our workers, members, and community. To ensure we have a safe and healthy workplace, Leaders Igniting Transformation has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Every employee is responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Dakota Hall, Executive Director, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Leaders Igniting Transformation's directors, managers, and supervisors have our full support in enforcing the provisions of this plan.

### GENERAL RULES

Starting July 1, 2021, prior to gaining entry to the office or participating in in-person work-sponsored activities, the Executive Director must receive the following documentation from individuals employed by LIT:

1) a copy of a negative result from a COVID-19 test administered within 24 business hours of entering the office or in-person work\*

OR

2) a copy of the fully vaccinated employee's Centers for Disease Control and Prevention COVID-19 Vaccination Record Card (note: an employee is not considered fully vaccinated until 14 days after the first dose of a single-shot vaccine and 14 days after the second shot of a two-shot vaccine).

*\*COVID-19 rapid tests (same-day results) are now available. A positive rapid test may need for a second test (PCR viral confirmatory test) to validate the results. Also, COVID-19 antibody tests (blood tests, not rapid viral tests) are not appropriate as they indicate a past COVID-19 infection, not current and infectious. Please visit local pharmacies for access to COVID-19 rapid tests or the local health department—see the end of document for more information.*

### **Ensure sick workers stay home and prompt identification and isolation of sick persons**

Anyone with COVID-19 symptoms (including but not exclusive to these examples, cough, fever, loss of smell, or taste) may not enter the office and **may not** do in-person work on behalf of LIT. If an employee exhibits symptoms, they must notify their supervisor and the Operations Managers to know, and please take COVID-19 benefit time to get tested and recover.

### **Social distancing – Workers must be at least six-feet apart**

Social distances of at least six feet will be implemented and maintained between workers, and between workers and students/members to mitigate the risk of exposure to COVID-19.

### **Worker hygiene**

Basic infection prevention measures must be always implemented at our workplaces. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom. If there is no access

to a sink with soap and water, employees may use hand sanitizer with 70% or greater alcohol content in the meantime.

#### **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented and will continue until further notice, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools, and machinery, including restrooms, break rooms, lunchrooms, meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas (e.g. rails, doorknobs, buttons such as those for elevators). Circulation of fresh air will be attempted as much as possible as this may help reduce the risk of exposure to COVID-19. This can be accomplished by using a fans/ HVAC system with regular maintenance including replacing air filters according to OSHA schedules, and opening windows while staff and partners are meeting indoors.

#### **Mask Mandate**

Until further notice, LIT employees will be required to wear a mask (double mask encouraged) when working within a LIT office unless alone in an office space with the door closed. Proper mask use is required which means the mask must snugly fit over a person's nose and mouth. Improper mask use is wearing a mask only over one's nose or mouth, below one's chin, or hanging from one ear.

#### **Milwaukee Office Guidelines**

##### **Capacity:**

- 8 people
  - 1 per individual office
  - 4 max in large back office space

##### **Notification Process:**

- 2 business days prior to wanting to access the office, please notify the Executive Director directly
- If approved you will be notified via email, with a reminder of COVID Protocols, and name added to the [office scheduler](#)

#### **La Crosse Office Guidelines**

##### **Capacity:**

- TBD amount people

##### **Notification Process:**

- 2 business days prior to wanting to access the office, please notify the Executive Director
- If approved you will be notified via email, with a reminder of COVID Protocols, and name added to the [office scheduler](#)

#### **PROTOCOLS FOR GOING INTO OFFICE SPACE LEASED BY LEADERS IGNITING TRANSFORMATION**

Before entering employees shall

- Put on a mask and wear it properly
- Wash their hands

While present in the space employees shall

- Remain at least 6 feet away from others
- Avoid touching ones hands and face as well as others hands
- Avoid sharing office supplies
- Maintain usage of proper mask-wearing
- Regularly use hand sanitizer or wash hands with soap for at least 20 seconds
- Regularly use disinfectant wipes/spray in the work areas they inhabit

Before leaving employees

- Use disinfectant wipes/spray in any work areas that they may inhabit

### **PROTOCOLS FOR INDOOR EVENTS**

Employees and members shall follow the rules of the indoor facility they are utilizing, as well as be aware as well as follow any local or state laws in regard to capacity, mask mandates, and other related ordinances. In absence of guidelines, rules, regulations from the facility or local or state laws, employees shall follow the protocols for going into office space leased by Leaders Igniting Transformation.

### **PROTOCOLS FOR OUTDOOR EVENTS**

Employees and members shall follow the rules of the outdoor facility they are utilizing, as well as be aware of and follow any local or state laws in regard to capacity, mask mandates, and other related ordinances. In absence of guidelines, rules, regulations from the facility or local or state laws, employees shall follow the protocols for going into office space leased by Leaders Igniting Transformation

Leaders Igniting Transformation is capable and willing to provide the following Personal Protective Equipment (PPE)

- Cloth and Disposable Masks
- Gloves
- Hand Sanitizer
- Cleaning supplies
- Ziplock Bags to carry supplies

Employees in Milwaukee should notify the Operations Manager at least 5 business days prior to their scheduled events to make sure that PPE can be accessed. Doing so will support the implementation of safety protocols for their events. Please use the Expense Request form which may be found in the [Master SOPP](#). For staff located outside of Milwaukee, they should notify the Operations Manager 8 business days prior to scheduled events to allow for adequate shipping purposes.

### **Guidelines for Specific Field Tactics:**

- **Campus Tabling - PROTOCOLS FOR OUTDOOR EVENTS**
  - Students and staff shall set up and maintain the table according to university/college policies and procedures
- **Street Teams (lit drops) - PROTOCOLS FOR OUTDOOR EVENTS**
  - Transportation: Carpools for lit drops will not be allowed, we will pay for mileage for individuals who are conducting lit drops
  - Staff are not allowed to knock on doors, only drop lit at the door or another secure place that is not the mailbox

- **Chalking/Visibility - PROTOCOLS FOR OUTDOOR EVENTS**
  - Visibility can be done solo. The staff member will collect the supplies from the office or other supply-storage location (e.g. I campus lockers)
  - Staff must wear a mask and should follow social distancing protocol (6ft away from other people and remaining outside wherever possible)
  - Staff may wear gloves and/or use hand sanitizer during and after chalking/visibility
  - Supplies should be disinfected with sanitizing wipes when returned to the supply storage location
  
- **Video Production - PROTOCOLS FOR OUTDOOR OR INDOOR EVENTS DEPENDING ON VENUE**
  - Staff and contractors must wear a mask and should follow social distancing protocol when not filming (6ft away from other people and remaining outside wherever possible)
  
- **Large In-Person Events**
  - In-Person Participants are mandated to get tested or vaccinated prior to attending, the test must be submitted to the supervising staff member prior to the event and have a negative result
  - More than 20 person activities shall be conducted outside or in large spaces with windows and air ventilation systems
  - Participants must maintain social distancing protocols during the event

[CDC recommendations](#) on how to lower exposure risk. For access to free COVID-19 testing, please visit the following resources: <https://city.milwaukee.gov/CoronavirusResources/COVID-19-Testing>