

Effective at 12:01 am on Wednesday, June 24, Idaho Central District Health (CDH) is ordering Ada County to return to Stage 3 of the Idaho Rebounds Plan for the reopening of businesses in the State. This action is based on an increase in the number of COVID-19 cases in the state, with over 80% of those cases occurring in Boise. Here's what this means for current IYR operations at all our locations.

The Stage 4 measures we implemented on June 13 are consistent with the CDH guidelines and are repeated below. Those measures remain in place with the following exceptions:

- Employees are once again encouraged to work from home whenever possible if their duties can be performed from home. Work from home arrangements must be coordinated with and approved by the employee's supervisor.

The following measures remain in effect:

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 in 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: The following guidelines should be followed for internal and external meetings (with donors, volunteers, etc.). Meetings with clients for therapeutic reasons are handled separately under guidance provided to programs staff.

- **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.
- **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.
 - Begin the meeting with an explanation of the guidelines being followed so everyone understands the expectations for the meeting.

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

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

We will continue to follow the guidelines set out by government & health authorities. This continues to be a fluid and challenging situation. I ask that you continue to be vigilant and focused on following the guidelines we send out. Thank you for helping us keep our teammates, our clients, and our customers safe.