



## Emergency Office Closure Procedure

**CAUSE: COVID-19 Pandemic**

**OFFICIAL OFFICE CLOSURE EFFECTIVE DATE: March 19, 2020**

When extraordinary or emergency circumstances such as the current COVID-19 (coronavirus) crisis occurs, First Alaskans Institute (FAI) may, at its discretion or by governmental action, secure and/or close the office to ensure the safety of employees and the organization. In these instances, FAI may choose to allow some or all FAI employees to carry on their job duties (either within their job description, across initiatives, or as assigned) either remotely or in combination with in-office work to continue to advance the mission and vision of the organization. FAI may also choose, at its ongoing discretion, to place employees on administrative leave, leave without pay, suspend or terminate employment, and/or any other options available (i.e. legislation to address COVID19 that creates better options for employees and/or the organization) to ensure its stability.

As of March 19<sup>th</sup>, 2020, all FAI employees were approved to work remotely from their homes for two weeks. As this was a new and quickly evolving situation, FAI continued to monitor the latest news surrounding COVID-19 and reassessed the feasibility of employees working remotely on an ongoing basis – a process which continues.

As this situation continues to evolve, for the sake of clarity, below are our outlined expectations of FAI employees approved to continue their job duties during COVID-19:

### **Working remotely:**

Working remotely is a privilege granted to some or all employees by FAI during extraordinary or emergency circumstances, such as the COVID19 pandemic. Ongoing remote work is not guaranteed, may be position-dependent based on the circumstances of the emergency and/or of the organization, and is at FAI's discretion at all times.

- Employees must be available via all reasonable means of communication (phone, text, email, online, apps, social media platforms, video conferencing, work formats, and forums) as needed during these exigent circumstances during normal business hours, Monday-Friday 8:00am-5:00pm until this emergency closure is removed. Salaried employees, as always, are expected to be reasonably reachable at all times, especially in cases of emergency, urgent, or otherwise essential work duties.
- Consistent, clear communication is key for our success – employees are expected to stay in regular communication with their supervisors and fellow team members to ensure work progress and strong team connection.
- Employees should check in, through the supervisor's preferred method, at the beginning of every workday with their supervisors by 8:00am, when the employee takes their lunch, and at the close of the business day.
  - This increased contact is necessary due to the unique remote work environment we are now in due to a pandemic – checking in this way is both for work and to ensure employee well-being during a stressful and anxious time for our whole community.

- FAI, at its discretion, may modify this to better reflect the changed circumstances and needs to the organization and employees.
- To the extent possible, FAI staff meetings and initiative check-ins should take place via video conference to ensure strong connection and teamwork with each other – to best protect our employees, families and community, FAI strongly discourages in-person meetings, except in extreme circumstances pre-approved by the employee’s supervisor.
- Timekeeping of hours worked for employee timesheets will continue as in normal operations, on the honor system – all employees should be honest and in close communication with their supervisors to accurately document actual daily working time associated with FAI Business, then noted on their bi-weekly timesheet. Employees are expected to maintain regular business hours, and non-exempt employees may not work overtime without advance written approval from their supervisor.
  - Personal leave: Employees must utilize the normal supervisory approval process for time off in advance of taking leave. Once the employee has received approval, employees will follow normal protocol to place on the President/CEO’s calendar.
  - The health and wellbeing of employees is important to FAI. In potential cases of COVID19-related illness, staff are strongly encouraged to immediately seek medical guidance and attention. Employees have varied leave options (paid and unpaid) if they need time off to seek COVID19 testing or in the event of a positive COVID19 diagnosis. Employees who need more information about their own options and eligibility for leave should contact Rebecca Savidis, FAI’s HR Consultant with Foraker Group. In addition to leave otherwise provided by FAI policy and any legal entitlements, the President/CEO may upon request approve FAI Administrative Leave for employees who seek testing or test positive for COVID19.
  - FAI is monitoring federal, state, and local guidance to determine whether any employees required to take leave or requesting leave may be entitled to paid leave under applicable law.
- Expectations of employees’ social media and extracurricular activities during business hours still apply remotely; activity should be in alignment with the employee’s role and direct job duties. No partisan-based activity during normal business hours except during clearly dedicated non-work time (lunch, or on pre-approved personal leave.)
  - *This cannot be emphasized enough:* it is critical to not engage in partisan work as an FAI employee, especially in relationship to increased activity online in order to accomplish normal day to day work. Employees are representing FAI while engaging online during business hours and must act accordingly.
  - This includes all FAI sites, employee’s personal sites and social media used during the workday as aligned with employee’s role and job duties. If it’s being done – no matter the platform – during paid work time, it must conform to these requirements.
- After normal business hours and on the weekends, the FAI Messenger chat group is not permitted or expected to be used for work purposes; as such employees are not expected to check it during those times. Because FAI recognizes that our team enjoys spending time and sharing with each other, for this purpose will allow the FAI messenger group to be used for non-work social purposes after normal business hours and on the weekends.
  - When work must take place after hours, communication must occur directly between individual employees and their supervisor.

**Working onsite:**

Some duties may require in-office presence to advance the mission and goals of FAI; as such, the following are the agreed upon expectations of all staff for onsite work:

- Masks will be worn, at all times, while onsite at the FAI office or in an FAI-approved work setting outside of the employees' home.
- When two or more people are present, all will maintain a minimum of 6-foot distance per current social distancing guidelines.
- Employees will wipe down any and all used common and personal work surfaces with disinfectant spray or wipes provided by FAI.
- Employees must refrain from going to FAI offices if they:
  - (1) are awaiting COVID19 test results;
  - (2) know they have been exposed to COVID19 and have not either received a negative test result or waited the full 14-day or CDC-recommended quarantine period;
  - (3) have tested positive for COVID19 and have not yet been cleared by a doctor to return to work; or
  - (4) are experiencing any known symptoms of COVID-19, such as: fever or chills, cough, shortness of breath or difficulty breathing, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, inexplicable fatigue.
- Employees are expected to abide by local, state, and federal quarantine requirements in evaluating whether they are permitted to visit the office or work onsite. Employees are encouraged to reach out to their Director, the President/CEO, or Human Resources if they have any questions about whether they are permitted to visit the office due to a COVID19 exposure, COVID19 test or diagnosis, or similar circumstances.

Regarding any potential future emergency or extraordinary circumstance - if FAI is not aware or has not had an opportunity to respond to it - employees should check with their supervisor in each instance where they believe such a circumstance exists to ascertain if working from home may be an option. If, in this situation, an employee elects not to work on a given day, they should notify their immediate supervisor as soon as possible in advance of the anticipated absence. In cases in which an emergency closure is not declared, and the employee still elects not to work, the employees must use personal leave for the resulting absence, or if the circumstances or FAI determines, leave without pay.

*As with all procedures, FAI may choose to amend, modify, change, or remove this Emergency Office Closure Procedure at any time.*