



HEALTH AND SAFETY PROTOCOL MEASURES FOR NONPROFIT VILLAGE

- Use the stairwells when possible rather than the elevators.
- When passing in the hallways, please maintain as much distance as possible.
- If you want to practice distancing, you can work remotely or can also stagger arrival and departure times. We can share telework solutions with you.
- When using shared surfaces (doorknobs, remote controls, copier buttons) wipe the surface after use (wipes will be provided).
- Once the kitchen is open it will be sanitized after mid-day each weekday.
- Meeting rooms will be sanitized once each day and members are encouraged to schedule a half hour slots between each meeting.
- Signage will remind members of proper hygiene and distancing measures.
- Nonprofit Village will purchase disinfectant products for surfaces. Members should keep hand sanitizer.
- Increased sanitation of high touch point areas and deeper cleaning measures.
- Members who are sick are prohibited.
- Shared workspaces have been rearranged to promote social distancing.
- All deliveries will be left near the front desk and each member will be notified to retrieve their own deliveries.
- Landlord janitorial service provides enhanced cleaning.
- Food events, including leftover food, are prohibited until further notice.
- The kitchen will be closed indefinitely.
- Paper plates, cups and plastic utensils will be available once kitchen opens.
- While open, we will prop open suite doors, so members avoid touching handles.
- We will have Lysol spray in addition to other cleaning products.
- The professional sanitizing will be conducted office wide. If you want your office sanitized, you must have a clean desk/surfaces.
- No rental of any space to outside organizations nor hosting volunteer groups.
- Meetings should take place online until further notice.
- We will not allow visitors, including board members and guests of members or Nonprofit Village staff. We will conduct tours virtually for the first 60 days. Interns and key volunteers will be allowed.
- We recognize that there will be business-critical, in-person visits by equipment or facilities contractors to allow equipment or facilities to remain operational. These contractors will be required to wear a mask when onsite.
- There will be no social or networking events until further notice.
- Incoming/outgoing mail will have boxes and NPV staff will transfer to mailboxes.
- The building owner conducts enhanced cleaning in the space after 5 pm each weekday. No cleaning is conducted on weekends.
- The Governor's office recommends that nonprofit organizations using volunteers should treat the volunteers as they would any staff during the crisis. We recommend you contact your insurance provider to ensure you have appropriate volunteer liability insurance. All members should have a documented volunteer policy and appropriate participant waivers.

***Nonprofit Village reserves the right to change or extend these policies.**

Together, we can ensure a safe environment for everyone returning to on-site work. However, we expect to review procedures weekly to determine if new or changed policies are warranted. You should feel free to make recommendations to us that increase the opportunity to keep everyone safe.

Sources Consulted

- Global Workspace Association (GWA): [Business Continuity Template](#), and [Guide to Preparing Your Flexible Office Space](#)
- CBRE [Reopening The World's Workplaces](#)
- Out Of Office [Business Unusual – COVID-19 Impact on the Workplace of the Future](#)
- OSHA <https://www.osha.gov/Publications/OSHA3990.pdf>
- WeWork <https://www.wework.com/info/wework-response-to-coronavirus-covid-19/>
- International Workplace Group <https://www.iwgplc.com/OurResponseToCovid19>
- Aon, a global risk mitigation services company [Response Planning Tool Kit](#)
- World Health Organization [Getting Your Workplace Ready](#)
- Governor's Nonprofit Working Group <https://marylandnonprofits.app.box.com/s/30ow7ldrcv1nwqkzde0u78zenlkh1ar>
- Cushman & Wakefield's [Recovery Readiness](#)
- OSHA [Guidance on Preparing Workplaces for COVID-19](#)
- Respiratory virus shedding in exhaled breath and efficacy of face masks <https://www.nature.com/articles/s41591-020-0843-2#auth-14>

*The hardest things to change are the mindsets
that create the systems that need to be changed.*