**RESUMING CHAMBER OFFICE OPERATIONS**

As Governor Holcomb prepares to gradually reopen the state economy after May 1, the South Bend Regional Chamber is preparing to fulfill its role for the organization, its members and partners, and most importantly its team members. As such, the following guidelines are recommended for implementation beginning Monday, May 4 and continuing on a trial basis through Friday, July 3 at which point the process will be reevaluated and next steps determined. These guidelines reflect the indefinite need to continue social distancing practices, consistent cleaning and disinfecting of the office environment, and the ability of the Chamber to implement changes thanks to a somewhat ideally designed office layout.

Creating a Safe Work Environment

* The vacant offices will be now occupied by Ali (Regina’s former office, and Nick (Susan’s former office).
* Amanda will move to Ali’s former cubicle and Eileen will move to Amanda’s former cubicle. This new layout will leave two staff members per each set of four cubicles (including the Lake City Bank tenants).
* Two teams of staff members will be formed, Blue Team and Gold Team, and alternating weeks in the office will be established with teams working physically in the office on rotating weeks. When Blue is in the office, Gold will work remotely and vice versa.
* Blue Team will consist of the following staff members: Mari, Kate, Shari, Rick, Amanda, Alyson and Eileen. Mari will captain the Blue Team. Please direct any questions or concerns to Mari.
* Gold Team will consist of the following staff members: Rob, Nicole, Lindsay, Ali, Pat, Nick and Jake. Rob will captain the Gold Team. Please direct any questions or concerns to Rob.
* Blue Team physically in office weeks of May 4, 18, June 1, 15, and 29. Working remotely weeks of May 11, 25, June 8 and 22.
* Gold Team physically in office weeks of May 11, 25, June 8 and 22. Working remotely weeks of May 4, 18, June 1, 15 and 29.
* On the weeks teams work remotely, staff will be required to use a vacation day on the Friday of that week. Over the course of the nine-week period through Friday July 3 (a holiday), this will result in each staff member being required to utilize four days of vacation.
* This team approach will result in as few as eight staff members (including Cammie from Lake City Bank) in the office at a time, but up to ten based on the varied needs and responsibilities of Jeff, Rob, Mari and Kate to be in the office during remote weeks.
* A thermometer will be made available for consistent monitoring of temperatures at the start of each day upon entering the office.
* Cleaning supplies will be provided in the production room for thorough cleaning of all work spaces at the beginning and end of each day.
* Masks will be required to have on hand. If you don’t have one, a mask will be provided to you. Please contact Mari if you are in need of a mask.
* If leaving the office for a meeting or delivery, a mask will be required.
* Only one person per company vehicle is allowed. Each office will host a maximum of two guests at a time provided proper social distancing is enforced and participants wear masks.
* Meeting rooms will have chairs removed to ensure proper social distancing is enforced. This will result in the small conference room having a maximum capacity of 3-4 and the TCU Briefing Center having a maximum capacity of 8-10. Masks are required for all group meetings.
* Due to the reduced capacity of the meeting rooms, Chamber all-staff meetings will continue to be Teams-based throughout this nine-week time period.
* No outside guests will be admitted to the office. Exceptions will be made on a very limited basis with approval from Jeff or Rob. A phone number will be placed outside the elevator on the main floor for deliveries, Jimmy, mail-pickups, etc. to ensure a staff member is on hand to provide the necessary assistance.
* The stairs are the recommended primary entrance and exit. Any elevator use is limited to one staff person at a time.
* Restroom usage will be restricted to one staff person at a time and signage will be provided outside the restrooms to identify the room as occupied or not occupied.
* Any staff travel outside the SJC/Niles region is temporarily halted. Exceptions must be approved by Jeff or Rob.
* Time-off requests will proceed as normal throughout this period and will be approved accordingly. Staff is encouraged to utilize their company benefits to the best of their ability.
* Casual dress code will remain in effect throughout this period, encouraging use of logo wear and local partner logo wear.

Preventing COVID-19

* If a staff member becomes aware of any interaction with another person who has tested positive for COVID-19, a mandatory two-week quarantine/work remotely policy will be enforced and a negative test result required before a return to the office.
* If a staff member demonstrates a possible fever based on the daily temperature monitoring, the individual(s) will be sent home to work remotely until signs of the fever subside.
* Testing will be required for any staff member showing signs of COVID-19 based on guidelines stipulated by the St. Joseph County Health Department and area hospitals.
* If a staff member does test positive for COVID-19, the office will be temporarily closed, sanitized accordingly and all staff would revert to working remotely in the interim.
* Staff is required to wash their hands consistently throughout the day and also make use of the hand sanitizer provided in the production room.

For more information, questions, or concerns, please contact Jeff, Rob, or Mari.