



COVID-19 Response Protocol

Effective March 2020

Purpose: To protect the health and well-being of Minnesota Alliance on Crime (MAC) employees, member programs, and stakeholders.

Internal MAC Protocol:

- 1) Any MAC staff who have a cough, fever, or other symptoms of a cold or influenza are asked to not come to the office until all symptoms have cleared for a period of 24 hours without taking any medication.
 - a. If staff are physically able and wanting to work from home during this time they will be paid. If staff are not physically able or wanting to work, they can use Paid Time Off (PTO).
- 2) Effective immediately, MAC staff will use single use paper towels when washing their hands. Hand soap and sanitizer will be made readily available.
- 3) All staff members should assess if they have what would be necessary to work from home for a period of 2-4 weeks if needed. If you need supplies to support working offsite, please communicate with the executive director to ensure needed supplies are procured in a timely manner.
- 4) If a MAC staff member becomes aware that they have been exposed to the COVID-19 virus, they will be asked if they are willing to self-quarantine at home for a period of 14 days or until they can provide documentation from a medical professional that they are able to return to work.
 - a. Staff will continue to be paid during this time, providing they are able to perform most of their normal duties.
- 5) If a MAC staff member becomes infected with the COVID-19 virus they will be asked to isolate themselves at home for at least 3 weeks and may not return to the office until they have been cleared by a medical professional.
 - a. Because of the nature of the virus and length of time needed to recover and ensure no further spread; after 40 hours of PTO is used, staff will be paid at their normal rate of pay for the duration of their isolation, not to exceed 80 hours.
 - b. Other MAC staff will be strongly encouraged to work from home for 10 business days to ensure they have not been infected. If staff choose to self-quarantine, they may return to the office after 10 business days or when a medical professional clears them to do so.
 - i. In the event all MAC staff needs to work offsite, the executive director will communicate this to the MAC Executive Committee and a notice will be sent to

MAC members outlining changes, if any, in services that can be provided during this time.

- ii. Either the operations manager or the executive director will be in possession of the MAC checkbook to ensure daily operations can continue. If both of these people are ill, the treasurer of the MAC Board of Directors will take possession of the checkbook.

External MAC Protocol:

- 1) Effective immediately, it will be communicated to registrants of any MAC facilitated training or event, that if they currently have symptoms of the common cold or influenza, or know they have been exposed to the COVID-19 virus, even if they are not currently symptomatic, should not attend in-person.
 - a. When appropriate, MAC will utilize Zoom so registrants can participate remotely.
- 2) MAC will cancel scheduled events under the following circumstances:
 - a. Not enough MAC staff are available to facilitate the event.
 - b. If MDH issues a recommendation to halt community gatherings, MAC will cancel all scheduled events.
 - c. Ten percent or more of registrants cancel due to illness.
- 3) Effective immediately, MAC staff should assess what meetings/events they can attend remotely and should use their discretion when deciding whether or not to attend in person.

MAC National Travel Policy:

- 1) MAC will observe the [Centers for Disease Control's travel recommendations](#), and if the US or any destination in the US are specifically declared a Watch Level 1, MAC staff will use their discretion as to whether or not to travel. If the CDC declares an Alert Level 2, travel plans will be cancelled immediately.
 - a. When booking tickets for air travel, MAC staff should purchase travel insurance that covers the need to cancel and/or make changes to the ticket.