

WALTER & ELISE HAAS FUND

COVID-19 PROTOCOL

March 6, 2020

FIRST THINGS FIRST

Though the City and County of San Francisco has declared an emergency, the CDC is [listing most regions as safe](#). In the days ahead, and consider this a reminder of the basics for every flu season, health officials are saying [good hygiene habits make a big difference](#).

From now on, please observe the following precautions:

- Get a seasonal flu shot.
- Keep your immune system healthy with good sleep and healthy eating.
- **Community Exposure.** If someone in your near community (neighbors, people at your child's school, family members you see, etc.) is exposed or infected please report that to the Executive Director and Director of Administration immediately. Working from home might be recommended or required.
- **Cold Symptoms.** If you are getting sick at all — even a simple cold, especially anything respiratory, please stay home for 48 hours to monitor your symptoms. If your symptoms do not escalate to a fever within 48 hours please discuss returning to work with the Executive Director and the Director of Administration.
- **Fever policy.** If you have a fever (100 or higher) **do not come to work**. You must be fever free and symptom-free for 24 hours WITHOUT the use of fever-reducing medicines or respiratory suppression medicines (Tylenol, Advil, aspirin, etc.) that have a fever-reducing component.
- Per usual, if you need to take care of a sick family member, use sick leave.

SICK TIME

The policies outlined above are not bound by your available "sick leave" hours. Please don't let your available sick hours impact your decision to stay home. If you need to stay home due to the above, please plan to work from home unless you are ill. If you are ill and need to take sick time, we will be sure to extend available sick hours to accommodate if needed.

From now on, help increase hygiene efforts at the office:

- Building janitorial is disinfecting common spaces in our suite and throughout the building nightly. You can reinforce by wiping your work areas with disinfecting wipes available throughout the office
- [Wash your hands](#) for 20 seconds in hot water and soap
 - upon arrival
 - before and after restroom breaks, and
 - when entering the kitchen area, before touching appliances and fixtures or prepping food
 - Use the dishwasher for all dishes; handwashing is not advisable at this time
- No handshaking. Time to perfect your elbow bump and your foot low five.
- Direct visitors to the sign-in sheet upon arrival, which we will use in case we have to trace virus exposure.

MEETINGS AND TRAVEL

- When riding public transportation
 - no need to wear a mask, which should only be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others and by medical personnel.
 - do not touch your face
 - sanitize hands upon exit.
 - Follow up by washing your hands upon arrival to the office.
- Switch local, in-person meetings and events to virtual, when possible.
- If in-person meetings in the office are absolutely required, keep the total participant number under 10 and require any participant who has community exposure, cold symptoms, or fever to participate virtually.
- Avoid travel to impacted regions, as [categorized by the CDC](#), Level 1 Health Notice or higher. As of this writing, that includes China, Iran, South Korea, Italy, Japan, and Hong Kong.
 - If you do travel to any such regions, work from home for 14 days before returning to the office.
 - Make an immediate confidential report to the Executive Director and the Director of Administration if anyone in your household has return from travel to a Level 1 location
- If you are booking Fund business travel:
 - obtain my approval for the purpose and destination in advance, and
 - purchase refundable fares.
 - *Though more expensive, a refundable fare gives you and the Fund the greatest flexibility if the destination is subsequently subject to a CDC health notice.*
- If you were planning to travel to attend an out-of-town conference or meeting and you no longer feel comfortable doing so, you may cancel those plans with no questions asked. You are required to alert the Director of Administration about what portion of your travel or registration will be reimbursable and what portion is not reimbursable. The Fund will cover these costs but will need to keep track of them.

BE READY FOR REMOTE WORK

- To be prepared for unexpected absences from the office, staff are required to travel with their laptops.
- Follow the Fund's technology and remote work policies.
- As always, communicate with the Executive Director, the Director of Administration, and your teammates as much as possible.

We are working to identify what set of factors would trigger an office closure and our all-staff work from home schedule. We don't anticipate that happening but want to be prepared to identify when that might be necessary and communicate that out to all of you in advance.

We will continue to track [CDC updates](#) and news reports and will remain in conversation with you on any new developments that can refine our protocol for the remainder of flu season.