

## Global Interdependence Center Pandemic Response Policy

The health and safety of our employees and our members is our top priority. As such, we have implemented policy and procedures to monitor and respond to safely returning to GIC business.

### COVID-19 Response Team

The COVID-19 Response Team for the GIC includes

- Jill Fornito – Pandemic Safety Officer (PSO – State of Pennsylvania mandate)
- Colleen Murphy
- Kathleen Stephansen
- William Kennedy
- Michael Drury
- Peter Gold

Any questions or concerns related to the GIC returning to business as usual can be directed to any member of the Response Team.

It is important to note that this policy maybe revised from time to time by the GIC with or without prior notice.

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## Return to Work Plan for the GIC

With the safety and health of our employees and their families in mind, we will follow the physical and procedural changes mandated by the Federal Reserve Bank of Philadelphia (the “Bank”).

**Update as of August 28, 2020:** The GIC Office received notification that the Federal Reserve Bank of Philadelphia has extended their work from home arrangements for their employees through January 4, 2021. The GIC Office will implement the same protocol for its staff.

As of early June, the Bank had only 5% of employees working (cash services and law enforcement). The Bank is taking a conservative and proactive approach following the State of Pennsylvania’s “Red/Yellow/Green” phases. The GIC will adopt the same procedure and GIC employees will return to work from the office when the State of Pennsylvania phase is “Green”.

- **Bank Facilities** – The Bank’s Conference Center, Auditorium and the Fitness Center will remain closed until the State of Pennsylvania declares the “Green” phase.
- **Cafeteria** – The cafeteria will be adjusting service times to reduce the number of people in the cafeteria at one time. The seating area will be closed. No cash payments will be accepted. Masks are required. Bank staff and GIC staff are not permitted outside food/catering deliveries.
- **Cleaning Procedures** - The Bank is conducting regular cleanings using advanced protocols as recommended by the Pennsylvania Department of Health. High touch areas are sanitized multiple times per day and/or provided with NanoSeptic applications.
- **Entering / Existing the Building** – GIC staff will arrive after 8 a.m. per the Bank’s request. Only Post 14 (7<sup>th</sup> Street entrance) is open. Employees are required to wear appropriate masks when entering the building and in the common areas at all times. Upon entering the building, law enforcement will conduct temperature checks and screening with a series of questions. If the person’s temperature is 100.4 or higher, they will be taken to a dedicated isolated area for one hour and then tested again. If their temperature has normalized, they will be granted access to the office. If it remains elevated, they will be asked to depart the building. Signs will be posted throughout the building to remind occupants of designated paths of travel.
- **Elevators** – Elevators will have limited capacity of four or less riders. Employees should expect long wait times and plan accordingly. Elevator buttons will be treated with an anti-viral coating (NanoSeptic).
- **GIC Office Space** – The GIC will contract with an approved cleaning contractor to clean and disinfect the office, phones, keyboards, and workstations prior to GIC staff return to work. This service will continue through the cold/flu season and at least through December 31, 2020. The GIC will provide its employees for their office use, gloves, wipes, sanitizing spray, sanitizing wipes, bleach, and paper towels.
- **HVAC** – all filters have been checked, cleaned, and/or upgraded as needed by the building’s owner. All HVAC systems are running 24 hours per day/7 days per week with maximized fresh air intake following ASHRAE

standards for outside air. UV sanitation has been added to existing air handlers.

- **Interns** - The GIC will suspend its intern program until further notice.
- **Pandemic Safety Officer:** a point of contact to read/distribute the Bank's guidelines and report positive cases to the Bank's Crisis Team.
- **Parking** – As prior to the onset of the pandemic, GIC's rent includes one parking space at the Bank. Additional parking will be at the expense of the employee.
- **Personal Wellness** – If a GIC employee tests positive for COVID-19, they must report to the Bank's crisis team and self-quarantine from home for 14 days.
- **Public Transit** - Working remotely will be recommended until it is abundantly clear that public transportation services are safe and sound.
- **Restrooms** – Restroom entry doors have been treated with NanoSeptics at common touch areas. Automatic paper towel dispensers will be reactivated. Air dryers will be deactivated. There will be a maximum capacity set for each restroom.
- **Visitors** – Visitors and vendors are prohibited to visit all offices until further notice.
- **Workstations** – GIC employees will be seated at least 6 feet apart. The GIC will contract with an approved cleaning service to disinfect the GIC office area. Cleaning supplies will be provided for each workstation along with instructions or usage and cleaning protocols for telephones, keyboards, monitors, working surfaces and trash. The GIC (through the Bank and Newmark Frank Knight) will provide employees proper PPE including masks, disinfecting wipes and hand sanitizer.
- **End Date** – There is no end date to these protocols. The GIC's COVID-19 Response Team will review all protocols no less than monthly.

## Flexible Schedules

The GIC recognizes and encourages staff to balance time working from home and the office. We understand this means a return to a typical, 40-hour week in the office will not be possible for everyone and continued work from home for some may be necessary through the remainder of 2020.

- It is your responsibility to communicate changes to your work schedule and your availability.
- In general, you are expected to work 40 hours per week and, in general, spread those hours across the five- day workweek and within our normal core hours.
- Workdays you do not work should be taken as personal time off. Please take personal time off as you would normally for weekdays you've not worked.
- As before, please clear personal time off with the Executive Director.

- Work from Home – Based on your input, continued to work from home will be part ongoing work / life balance. We very much appreciate everyone’s efforts.

Regardless of your schedule, we’d like to encourage you, as we enter this next phase of working in the office and remotely, to utilize personal time off and enjoy the summer months. As an organization, it is important that we do not end up in a position where personal time conflicts with GIC programming.

## Return to Programming for the GIC

The health and safety of our employees and our members is our top priority. As such, we have implemented the following policies and procedures pertaining to GIC programming.

As of mid-March, the GIC had cancelled all live conferences and events scheduled through June 30, 2020. The GIC pivoted to an all-virtual programming scheduled with the GIC Executive Briefing: Analyzing Pandemics series.

The GIC has subsequently cancelled or postponed all live events for the remainder of 2020. The GIC has placed a moratorium for travel by GIC staff and Board members for any official GIC business. The Executive Director and the Programming Committee will review this policy on a monthly basis.

- **Conferences and Live Events** – The GIC has placed a temporary moratorium on all conferences and live events. This policy will be reviewed monthly by the Executive Director and the Programming Committee. Factors to decide when the GIC will re-start conferences and live events include:
  - travel policies of the Federal Reserve Bank of Philadelphia
  - travel policies of the regional Fed banks where the GIC would source keynote speakers,
  - the color phase (Red, Yellow, Green) of the City of Philadelphia,
  - the color phase (Red, Yellow, Green) of the state of destination where the conference venue is located,
  - confirmation in writing from the venue (hotel, conference facility, auditorium, restaurant) that adequate safety protocols are in place to protect the health and well-being of GIC members, speakers, and conference attendees.
- **Travel** – The GIC has placed a moratorium on all travel related to GIC business for the staff and Board members. This travel policy will be reviewed monthly by the Executive Director and the Programming Committee. Lifting the temporary travel ban on official GIC business travel will be dependent upon:
  - viable business case requiring travel,
  - the travel policies employed by the Federal Reserve Bank of Philadelphia,
  - the color phase (Red, Yellow, Green) for the City of Philadelphia, and
  - the color phase (Red, Yellow, Green) or equivalent for the destination city, state or country, and
  - flight availability into and out of the Philadelphia International Airport.
- **GIC Meetings** - All meetings for the GIC Board of Directors, Executive Committee and Programming Committee will be held telephonically or virtually through the remainder of 2020.
- **GIC / Bronze Buffalo Club Rocky Mountain Economic Summit (July 16-17)** – Pursuant to the GIC’s restrictions on live events and travel for GIC Staff and Board members for the remainder of 2020, the GIC will provide virtual content for this conference being held live in Victor, Idaho. The Bronze Buffalo Club is the host of this live conference. The GIC is sponsoring the virtual line-up of speakers and panelists for the morning of the first day (July 16).

In exchange for the RMES being co-branded by the GIC, the Bronze Buffalo Club will be asked to sign a Memorandum of Understanding that affirms to the safety protocols the Bronze Buffalo Club agrees to take for their guests while hosting the event.

As of June 8, the following communication protocols have been implemented regarding the RMES:

1. The RMES conference will be posted on the GIC website as a “**virtual-only**” event with members and public access to the virtual content scheduled for the morning of July 16.
  2. The GIC will issue a communication to all active members explaining the GIC’s current Pandemic Policy including temporary ban on live events and travel for staff. The communication will clarify that any GIC member wishing to attend the RMES may do so as an individual (not in any capacity as a GIC member or officer) and that they must make their own arrangements by registering as a guest of the Bronze Buffalo Club.
  3. All official GIC partnership, support and speakers will be conducted virtually, only.
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- **GIC’s Annual Global Citizen Award and Economic Outlook (December)** – The GIC plans to reformat this event into a virtual/online venue for 2020.

## APPROVAL

**These policies have been approved by the GIC Executive Committee on June 12, 2020 and the Board of Directors on June 16, 2020.**