

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.

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COVID-19 Response Team

The COVID-19 Response Team for the GIC includes

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

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

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

The contents of this file have been revised from its original language as of August 22, 2022.

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”), where GIC’s offices are headquartered.

Update as of August 12, 2022: The Centers for Disease Control and Prevention (CDC) has reported that the community infection level in Philadelphia is now considered medium. When the level is medium, the CDC recommends that if you are at high risk for severe illness, you should talk to your health-care provider about whether you need to wear a mask and take other precautions, as well as staying up to date with COVID-19 vaccines, and testing if you have symptoms. Accordingly, mask-wearing is now optional for Bank employees and visitors.

Previous Updates

April 15, 2022: In accordance with the city’s mask mandate, mask wearing will be reinstated at the Bank on April 18 for all employees, contractors, and tenants. Mask wearing will be required in all areas of the Bank, with the following exceptions: masks can be removed when eating and drinking, and people who are working alone in an office.

March 25, 2022: Federal Reserve Bank employees are expected to be in the building 3 days a week as of April 4, 2022. Tuesday, Wednesday, and Thursday will be the busiest days with between 60-80% of employees in the office. The GIC staff will be returning to the office with a similar hybrid schedule beginning on Tuesday, April 5, 2022.

January 18, 2022: The Bank recently decided to continue with essential and critical onsite employees in the Bank, and all other employees will continue to telework indefinitely.

December 20, 2021: The Bank recently decided to continue with essential and critical onsite employees in the Bank, and all other employees will continue to telework until February 2022. As of December 20, 2021, the Bank has less than 10% of employees working (cash services and law enforcement) inside the building. The Bank is taking a conservative and proactive approach and the GIC will adopt the same procedure, and GIC employees will return to work from the office in conjunction with the Bank’s employees.

August 26, 2021: The Bank recently decided to continue with essential and critical onsite employees in the Bank, and all other employees will continue to telework until January 3, 2022.

March 15, 2021: The Bank recently decided to continue with essential and critical onsite employees in the Bank, and all other employees will continue to telework until Labor Day (September 6, 2021).

November 19, 2020: The Bank recently decided to continue with essential and critical onsite employees in the Bank, and all other employees will continue to telework until sometime in the second quarter of 2021 (April 1 – June 30, 2021). The Bank will provide another update no later than mid-March.

The building will continue to operate as it has been since mid-March 2020 (with limited Cafeteria menu/services, social distancing, mask requirements, etc.). As of right now, there are no plans on re-opening the Conference Center. The GIC Office will implement the same protocol for its staff. As per the Department of Health, “Offices are permitted to have only employees that cannot work remotely.”

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.

- **Vaccinations** - As of December 20, 2021, the Global Interdependence Center requires its 100% of its employees to be vaccinated before returning to the office.

- **Bank Facilities**
 - The Fitness Center will reopen on March 21 for existing members and begin accepting new memberships on April 4, 2022. See below for the Conference Center reopening plan.
- **Visitors** – Visitors are allowed into the building but they must follow masking guidance.
- **Cafeteria** – Seating is no longer limited in the café area and the pre-pandemic floorplan has been reinstated with plenty of space for employees and tenants at breakfast and lunch.
- **Elevators** – Elevators will no longer have limited capacity of four or fewer riders.
- **Cleaning Procedures** - The Bank conducts 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.
- **HVAC** – all filters have been checked, cleaned, and/or upgraded as needed by the building’s owner. All HVAC systems run 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.
- **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.
- **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** – GIC’s rent includes one parking space at the Bank. Additional parking will be at the expense of the employee.
- **Public Transit** – GIC employees will use public transportation services to commute to and from the office.
- **Entering / Existing the Building** – GIC staff will arrive after 8 a.m. per the Bank’s request.
- **GIC Office Space** – The GIC will contract with an approved cleaning contractor to clean and disinfect the office, phones, keyboards, and workstations before GIC staff return to work. The GIC will provide its employees for their office use, wipes, sanitizing spray, sanitizing wipes, bleach, and paper towels.
- **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.
- **Interns** – The GIC will suspend its intern program until further notice.
- **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 up to 5 days after they stop feeling symptoms days. Upon return to work, they must wear a mask for 5 days. Any cases should be presented to the HR/Medical group who will make the final call (for example, if an employee has continuing symptoms, the return may be delayed).
- **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.

Conference Center Re-Opening 2022

Beginning April 18

- The Conference Center (including the Pennsylvania, New Jersey, Delaware, Betsy Ross, and Ben Franklin rooms) will open for internal meetings only, with no other building tenants or guests permitted, from 8:00 a.m.– 4:00 p.m. Monday through Thursday.
- Maximum capacity will be 25 attendees, and the schedule will be limited to two concurrent meetings.

As of May 16

- The Conference Center will reopen to building tenants, in addition to Bank attendees.
- Meetings will be capped at 50 attendees.
- Small pilot meetings will begin with external guests, but these meetings cannot exceed 30 onsite attendees.
- Proof of vaccination will be required for external guests.

As of June 13

- The Conference Center will fully reopen to all guests, provided that the phased approach in the weeks prior goes accordingly.
- There will be no capacity limits.
- The Federal Reserve Bank of Philadelphia requires all visitors to provide proof of COVID-19 vaccination to enter. Please be prepared to provide a hard copy, photocopy, phone copy, or third-party app that indicates your vaccination status. ID and proof of vaccination will be checked by Law Enforcement officers in the lobby.

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 2022.

- Work from Home – Based on your input, working from home will be part of an ongoing work/life balance. We very much appreciate everyone’s efforts.
- Hybrid Schedule: Following The Bank’s guidance, GIC Staff will return to the office 3 days per week and work from home 2 days per week.
- 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 allocate those hours across the five-day workweek and within our regular core hours.
- Workdays you do not work should be taken as personal time off. Please take personal time off as you would typically for weekdays you’ve not worked.
- As before, please clear personal time off with the Executive Director.

As an organization, we must avoid personal time conflicting with GIC programming.

Return to Programming for the GIC

The health and safety of our employees, members, and speakers remain our top priority. As such, we have implemented the following policies and GIC program procedures.

As of mid-September 2021, the GIC will evaluate all in-person conferences and events scheduled through May 31, 2022. GIC program planning will incorporate dual-mode (in-person and virtual) arrangements. Each in-person event planned between October 1, 2021, through May 31, 2022 (the “Evaluation Period”), will be re-evaluated to determine the ability to carry out the event safely and without subjecting GIC employees, officers, members, and guests to COVID-19-related health risks.

- GIC’s COVID-19 Response Team will evaluate GIC business travel requests for GIC staff and Board members. The Executive Director and Chair will review and update this policy monthly.
- GIC’s COVID-19 Response Team determines GIC’s participation in in-person events during the Evaluation Period.
- The GIC COVID-19 Response Team will attempt to make a “go” or “no-go” decision at least sixty (60) days before the scheduled event date.
- If the decision is to hold the program in-person, the GIC will follow the local guidance on safety measures regarding COVID-19. The following link allows access to all U.S. Counties’ Health Departments <https://www.naccho.org/membership/lhd-directory>

- GIC's COVID-19 Response Team will evaluate and consider each program on a case-by-case basis using the following criteria:
 - Location: Is the event venue in a country, state, or city applying reasonable COVID-19 protocols? Does the country, state, or city have acceptable levels of COVID-19 metrics, including but not limited to the number of confirmed cases by region, hot spots, hospitalizations, and risk levels
<https://www.nytimes.com/interactive/2021/us/covid-cases.html>
 - Protocols: Are event partners and sponsors willing to invest in and employ reasonable COVID-19 protocols? (masking, social distancing, spaced-seating, hand sanitizer, procedures to access local testing or health care services, vaccine requirements).
 - Format: Is the conference a half-day, full-day, or multi-day event? Is it a roundtable discussion, a conference, or a delegation trip?
 - Travel: Does the event require domestic or international travel?
 - Venue: Is the event being held indoors or outdoors? Do indoor facilities have adequate capacity for social distancing?
 - CDC Recommendations as it pertains to large gatherings understanding that this guidance is meant to supplement—not replace—any state, local, or territorial health and safety laws, rules, and regulations with which gatherings must comply.
 - Travel policies of the Federal Reserve Bank of Philadelphia
 - Travel policies of the regional Fed banks where the GIC would source keynote speakers
 - Written confirmation partners, sponsors, and venues (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.

APPROVAL

The GIC Executive Committee has approved these policies as of August 25, 2022.