

## Global Interdependence Center Pandemic Response

The health and safety of our employees and our members is our top priority.

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 February 16, 2023.

**Note: The Biden Administration plans to end the COVID-19 national and public health emergencies on Thursday, May 11, 2023. In conjunction with the administration's plan to conclude the national and public health emergencies, the Global Interdependence Center Pandemic Response will conclude on May 11, 2023 as well.**

### Federal Reserve Bank of Philadelphia Protocols

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 January 31, 2023:** After careful review of the latest guidance from the Centers for Disease Control and Prevention (CDC) as well as our health trends, we are making updates to the Bank's COVID-19 policies, outlined below. These changes align with the CDC's shift from broad public health protections at the beginning of the pandemic to a greater focus today on personal health protections.

#### Changes to Vaccine Policy

- Visitors, vendors/contractors, and tenants are not required to be vaccinated or show proof of vaccination or sign an attestation.

The CDC continues to encourage the public to [stay up to date with COVID-19 vaccines and boosters](#) to protect yourself and others from becoming seriously ill.

#### Continue to Follow These COVID-19 Procedures

- If you have a known exposure or test positive for COVID-19, follow the CDC guidance. It will help keep you and others safe.
- Employees, visitors, and vendors/contractors, and tenants should continue to follow CDC guidance of [masking for 10 days](#) following a known exposure.

We will continue to monitor COVID-19 trends in Philadelphia. If local conditions worsen, we will consider reinstating health and illness policies as necessary to help protect the well-being of our employees and our essential operations.

While these policies are changing, we encourage everyone to follow CDC guidance and stay up to date on vaccinations. You should also feel comfortable wearing masks and social distancing even if current protocols do not require it.

### 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.

- 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.

### **GIC Programming**

Going forward, it is a standing practice for GIC staff to coordinate appropriate protocols based on feedback from the venue on a case-by-case basis and update the websites for each.

### **Approval**

**The GIC Executive Committee has approved these policies as of February 16, 2023.**

## Previous Updates to this Policy

**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.

**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.