

# Community Gatherings Protocol

Large community gatherings may occur in close proximity to an agency's site(s). These gatherings may place Staff and Clients at-risk of exposure to COVID 19, as well as personal harm. If the agency becomes aware of an event that may impact the safety of any of its site(s) the protocol will be as follows:

## 1. Confirm Notification of Event:

- Agencies should proactively keep aware of planned events or gatherings that may be in close proximity to their sites regardless of the nature of the gathering (i.e., protests, rallies, festivals, parades, etc.).
- If information is received that an event such as a protest, rally or violent occurrence, etc. is in progress notify leadership within your agency.

## 2. Develop Plan of Action:

- Leadership's plan of action could result in either a site-specific closing or agency closing if it is determined that the event may impact the safety of staff and clients.
- Leadership will decide the communication plan. (i.e. email, phone or otherwise)

## 3. Elements to Consider in the Plan:

*Each organization should review and/or develop internal policies that address both staff and clients. Items to consider:*

- If Site-specific closing:
  - Instructing Staff to work from home if applicable with no impact on wages.
  - For Staff who cannot work from home, considerations for compensation: requiring use of PTO?
- If Agency closing:
  - If the agency is closing for the full day (does not open):
    - Instructing Staff to work from home if applicable with no impact on wages.
    - For Staff who cannot work from home, considerations for compensation: requiring use of PTO?
  - If the agency decides to close into the workday:
    - Instructing Staff to work from home if applicable with no impact on wages.
    - For Staff who cannot work from home, considerations for compensation: requiring use of PTO?

- Considerations for additional compensation: Staff will get paid time and a half for the rest of the day?
- Client Services: If Agency has Walk-ins and Appointments:
  - All staff will need to **contact any clients** who may be coming to the office for appointments to reschedule or provide services via teleconferencing (with considerations for Staff working at home).
  - For staff **working in the community or in the homes of clients** must plan to complete work by timeframe provided for close of business and go home for the remainder of the day.
  - If there is an urgent need to deliver services anywhere in the community after the timeframe provided for close of business, **you must discuss with your department director/supervisor to assess** that particular work and to plot an appropriate course of action.
- If Agency has 24-hour Residential Programs:
  - 24-hour Residential programs will be under heightened security and safety precautions per agency procedures
  - All staff must have ID badges and essential worker identification letter accessible at all times.
  - Staff should also encourage clients to remain on-site. In the event clients do leave the site, encourage them to be in before dusk and to take the necessary precautions to protect against COVID 19 transmission.
- Reiterate Agency Expectations in the plan:
  - **Every supervisor must call and obtain confirmation** from their direct reports that they have received the information so that they do not go to the location/site where event is taking place.
  - It is also encouraged that you give a special thanks to your staff and show them that you appreciate their attention, cooperation, and everything else that they do.
- Future Plans to Ensure Safety:
  - Agency is in collaboration with RPD (or related law enforcement jurisdiction), DHS, and other local shelters and will work diligently in providing staff with up to date information.
  - Agency will communicate any updates or changes.
  - Agency does a lookout for the weekend or the following week