IMPO Return-to-Office Plan

Version 7.1.2021

In the State of Indiana, Governor Eric Holcomb has released the Back on Track Indiana plan to allow a phased reopening of the state. To protect the safety and wellbeing of its staff, the Indianapolis Metropolitan Planning Organization ("IMPO") has compiled these procedures that will be implemented to facilitate a safe transition back to office work.

All IMPO employees are continuing to telework (work from home) until August 2, 2021.

The policies in this document include actions taken by IMPO administration and leadership as well as expectations of employees to protect against the spread of COVID-19. These policies are subject to change at the discretion of IMPO leadership. All policies are in addition to any directives provided by the building authority/landlord.

The IMPO encourages employees to stay safe both at home, in public, and at the office. The IMPO encourages practicing social distancing (6-foot separation from individuals outside the household), frequent hand washing for a minimum of 20 seconds, and wearing a facemask. IMPO encourages employees to get vaccinated as vaccines are shown to be the most effective measure against the virus.

Starting August 2nd, IMPO will implement a color-coded alert system for the office with corresponding requirements for employees. Additional engineering, physical, and administrative controls will be required with each code.

Employees are encouraged to take appropriate measures to protect themselves regardless of vaccination status: disinfect commonly-touched surfaces, wash hands frequently throughout the day, practice cough and sneeze etiquette, wear masks when interacting with others, and practicing social distancing.

Employees who are high-risk or have underlying conditions may choose to adhere to more strict guidelines or take extra preventative and protective measures than are required. Employees should consult with their physicians if necessary.

Green	Yellow	Red
• Default status- IMPO will operate as Code Green unless otherwise stated • No suspected or confirmed COVID cases in office • No staff identified in contact tracing	• A staff member in the office is experiencing COVID symptoms but has not yet received a positive or negative test result • A staff member has been contacted via contact tracing of potential exposure occurring within 48 hours prior to or after their visit to the office[1]	• A staff member in the office tests positive for COVID[2] within 48 hours prior to or after their visit to the office • A staff member displays consistent COVID 19 symptoms and suspects infection (even without a positive test result) • The building authority/landlord closes the building

1. CDC contact tracing guidance indicates infected individuals may be able to spread the coronavirus up to 48 hours before showing symptoms or testing positive: https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html#:~:text=%E2%80%A2%20An%20infected%20person%20can,symptoms%20or%20tests%20positive.
2. CDC guidance indicates transmission from surfaces where an infected person had been or touched is low after 3 days and transmission via suspended air particles is low after 24 hours (https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html)
   a. Terminating Code Red status will be at the discretion of IMPO leadership

Engineering and Physical Controls

The IMPO offices are currently located in a suite within the City-County Building (CCB) at 200 E. Washington Street. The Indianapolis Marion County Building Authority, which is responsible for cleaning and building maintenance, has implemented the following engineering measures:

- UV-C lights in all air handlers;
- Routinely-changed air filters;
- Continuation of trash removal, vacuuming, carpet cleaning (when necessary);
- Visitor waiting area;
- Designation of separation of public and employee building entrances; and
- Designation of separate elevators for public and employee use

Additionally, the City-County and Building Authority will perform the following cleaning protocol. CCB cleaning staff has been instructed in cleaning techniques specific to SARS-CoV-2 disinfection.

- Hourly cleaning will be conducted in the following areas:
  - Handles, crash bars, and ADA operation buttons on exterior doors;
  - Elevator call buttons;
  - Restroom door handles/press plates, sink handles, flush handles, towel dispenser handles, and toilet seats;
  - Stairwell handrails and stair rails; and
  - Drinking fountains.
- Daily cleaning will be conducted for all floors.
- Training on CDC disinfection guidelines will be conducted by KERAMIDA, Inc. for CCB cleaning staff.
- Analytical verification of cleaning efficacy will be conducted by KERAMIDA, Inc. for CCB cleaning staff and select operations of contractor cleaning services as applicable.
- If COVID-19 related findings occur, KERAMIDA, Inc. will trigger a rapid response process and will assist the department/individual office in cleaning efforts with one of three approved environmental cleaning vendors."[1]

IMPO staff have received the entire City of Indianapolis Return to Office Plan and the City of Indianapolis' What to Expect Upon Returning to the City-County Building guiding documents that include changes to shared City-County Building spaces, new COVID-19 protocol, and cleaning procedures. IMPO staff have received the updated versions and new materials from the Building Authority and HR distributed by the HR department in April and June 2021.

All employees must comply with building policies where IMPO offices are located, and building policies are considered part of IMPO offices policies. City-County COVID-19 procedures for employees working in the City-County Building. City-County Building guiding documents are considered part of the IMPO Return-to-Office Plan. Employees may review City-County Building guidance here: "P:\MPO\Employee Information\Employee Manual\Policies & Procedures\COVID-19 Return to Office"
Additionally, employees can find these plans and additional resources on the NeoGov COVID-19 portal. Employees must also comply with the Marion County Public Health order 20-2020, which requires face coverings in Marion County.

Additionally, IMPO will have additional engineering and physical controls depending on the status of the office.

	Green	Yellow	Red
Door to IMPO offices propped open	No	Yes	N/A
Social distancing required at all times	Encouraged	Yes	N/A
Chairs and magazines removed from IMPO lobby	Yes	Yes	N/A

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[1] City of Indianapolis Return to Work Plan, page B-3.

	Green	Yellow	Red
Masks, tissues, thermometer, surface cleaner provided in office entrance	Yes	Yes	N/A
Hand sanitizer and surface cleaner provided at common-touch surface (copier, fridge)	Yes	Yes	N/A
Each employee given his/her/their own hand sanitizer	Encouraged	Yes	N/A
Posters with symptoms, mask wearing, glove removal, etc. posted	Yes	Yes	N/A
Employees must sanitize frequently-touched surfaces	Yes	Yes	N/A
One-way walking direction taped in conference room	No	Yes	N/A
Maximum occupancy for office	No	No	N/A
Maximum occupancy for conference room	No	Yes- 50% of total room capacity	N/A
Restrooms with soap and running water provided	Yes	Yes	N/A
Sanitize individual desk before leaving for the day	Encouraged	Yes	N/A

Administrative Controls

Administrative controls will vary depending on the color-coded level at the time.

	Green	Yellow	Red
Work from home 5 days per week*	No	Optional	Required
Work 3 days in office/2 days from home	Yes	Optional	No
Masks required for all staff	Encouraged	Yes	N/A
Masks required for visitors	Encouraged	Yes	N/A
No in-person meetings	No	Optional	Yes
Only work-related visitors allowed at IMPO offices	No	Yes	N/A

*After August 2nd, employees must be in the office every Monday and schedule at least 2 additional days to be in the office each week. Employees may work from home up to two days per week in a hybrid three days in the office/two days outside of the office if they so choose. Employees may work all five workdays in the office. Using IMPO's HRIS software, employees must set the days they plan to work from the office and/or home each quarter.

Employees should fill out their timesheets every day paying close attention to timecodes that indicate if they were in the office or working remotely. SAL HRS and HRLY REG timecode corresponds to time employees spent in office. SAL/HRLY RMT HRS timecode corresponds to time spent working from home. If an employee attends an in-person meeting away from the office and home, they should code their time as SAL/HRLY HRS. Employees should fill out their timesheet at the end of each day so that records as always up-to-date for contact tracing purposes.

Additionally, the following administrative controls will be implemented:

- Masks are encouraged for anyone visiting the IMPO offices if office is Code Green. Masks are required for all visitors and staff in common areas when office is Code Yellow.
- The Executive Director will serve as the point of contact for all COVID-related tracking, reporting, and communication. All information will remain confidential. Employees should work with the Executive Director to determine appropriate quarantine periods in consultation with this guide and building authority regulations.
  - Time off available to employees is detailed in the Employee Manual.
- All employees will receive training on prevention methods, including use of face masks,[2] and COVID-19. Employees will be required to review all training materials and acknowledge they have received and reviewed them in the IMPO's HRIS software, NeoGov. Any newly-hired employee will be required to complete the training.

Employee Responsibilities

	Green	Yellow	Red
Verify you can meet in-person and work from the office	Yes	Yes	N/A
Social distance at all times	Encouraged	Yes	N/A
Wear masks in common areas and interacting with other people	Encouraged	Yes	N/A
Conduct proper respiratory etiquette (cover coughs and sneezes)	Yes	Yes	N/A

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[2] Note- Cloth facemasks are not considered PPE by the CDC. Cloth face masks meet the requirements of the Marion County Public Health order 20-2020 but may be subject to different OSHA training requirements. Citation-CDC Employer Information for Office Settings https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html

Wash hands frequently throughout the day	Yes	Yes	N/A
Keep office doors closed when in office	No	Yes	N/A
Refrain from shaking hands	No	Yes	N/A
Conduct all meetings virtually	No	Optional	Required
Minimize sharing office items like staplers, keyboards, phones, etc.	No	Yes	N/A

Employees are required to comply with landlord/building regulations. See table below for most updated requirements.

	As of 7.22.2021		
Quarantine Period Following Potential Exposure	14 consecutive days		
Quarantine Period Following Household COVID Case	14 consecutive days		
Quarantine Period Following Symptoms	14 consecutive days		

When To Stay Home

Employees should verify they are eligible to work in the office or attend in-person meetings.

	Green	Yellow	Red
I am currently experiencing one or more COVID symptoms including fever, shortness of breath, coughing, sore throat, chills, fatigue/muscle aches, new loss of taste or smell, nausea, vomiting, diarrhea, or congestion (regardless of vaccination status)[1]	Stay home and contact Executive Director	Stay home and contact Executive Director	N/A
I was identified via contact tracing as potentially being exposed to someone with COVID (regardless of vaccination status)[2]	See building requirements	See building requirements	N/A
A member of household tests positive for COVID or is experiencing COVID symptoms (regardless of vaccination status)[1]	Stay home and contact Executive Director	Stay home and contact Executive Director	N/A

1. Work from home and conduct all meetings virtually until your quarantine ends **regardless of vaccination status** (see building requirements for current quarantine period)

2. Work from home and conduct all meetings virtually until your quarantine ends **regardless of vaccination status.** CDC recommends getting a COVID test even if fully vaccinated 3-5 days after known exposure[3]

The Indiana State Department of Health offers this isolation tool to help individuals determine the number of days to **isolate** within their homes.

Procedures for COVID-19 Case at Office

If a staff member starts to feel ill with COVID-19 symptoms at the office, she/he/they should immediately don a mask and stay in their own office with the door closed to compile their things. The IMPO has acquired an infrared thermometer that employees may use to check for a fever. The office immediately moves to Code Yellow.

An ill staff member should ensure their office door is closed, leave the office immediately, and contact the Executive Director as soon as it is safe to do so. Employees who used public transportation to come to the office are encouraged to seek an alternative mode home. If an employee is too sick to drive or cannot get a ride home, the IMPO will contact the staff's emergency contacts and/or send the employee to the nearest hospital (if deemed appropriate).

IMPO staff will wait 48[4] hours before entering the office space of the sick individual. The Executive Director will alert the City-County Building Authority. The Executive Director will alert all IMPO staff that a staff member has gone home without disclosing the name of the individual. Any staff present in the office will leave the office suites immediately. Any staff members that were present in the office the same day a staff member has gone home must quarantine. All other staff members that were not present in the office at the time a staff member became ill may enter the office no earlier than 48 hours after notification by the Executive Director.

If an employee goes home sick with COVID-19 symptoms (fever, shortness of breath, coughing, sore throat, chills, fatigue/muscle aches, new loss of taste or smell, nausea, vomiting, diarrhea, or congestion),[5] any staff member that was present in the office on the same day must move any upcoming meetings online and alert all invited attendees immediately of the change.

Procedures for Tracking and Reporting COVID-19 within IMPO

The Executive Director will follow up with employees that either do not come to the office because they are exhibiting COVID-19 symptoms or leave the IMPO offices after they start

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[3] CDC guidance for fully-vaccinated individuals 7/27/2021 update: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html

[4] https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html#Suspected-or-Confirmed-Cases-of-COVID-19-in-the-Workplace

[5] Center for Disease Control and Prevention. "Symptoms of Coronavirus." https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

exhibiting symptoms. Employees that get tested for COVID-19 are encouraged to inform the Executive Director. All information will be kept confidential.

Note: the IMPO does not require any formal medical documentation to return to the office.

Master Table

	Green	Yellow	Red
Verify you can work in-person work or attend in-person meetings	Check When To Stay Home section	Check When To Stay Home section	Prohibited from working in office or attending in-person meetings
Verify work location	Work from office on assigned days	Optional to work from home 5 days/week	Must work remotely until Code Red lifted
Social distance at all times	Encouraged	Yes	N/A
Wear masks in common areas and interacting with other people	Encouraged	Yes	N/A
Conduct proper respiratory etiquette (cover coughs and sneezes)	Yes	Yes	N/A
Wash hands frequently throughout the day	Yes	Yes	N/A
Keep office doors closed when in office	No	Yes	N/A
Refrain from shaking hands	No	Yes	N/A
Conduct all hosted meetings virtually	No	Optional	Required
Attend partner/contractor meeting in-person	Yes	Optional	Prohibited
Minimize sharing office items like staplers, keyboards, phones, etc.	No	Yes	N/A
Door to IMPO offices propped open	No	Yes	N/A
Social distancing required at all times	Encouraged	Yes	N/A

Appendix B: Marion County COVID-19 Testing Sites

COVID-19 Testing Sites (Marion County):https://www.coronavirus.in.gov/2524.htm

Eskenazi Health Alternative Testing Site
-Address: 720 Eskenazi Ave, Indianapolis, IN 46202
- Scheduling: Walk-in
-Hours: Mon-Sat 12:00PM - 6:00PM.
-Contact Information: Phone: 317-880-0000

Franciscan Health Indianapolis
-Address: 8111 S. Emerson Ave, Indianapolis, IN 46237
-Scheduling: By appointment
-Hours: Mon - Friday: 10:00AM - 6:00PM

Indiana Immediate Care - East 86th
-Address: 860 E. 86th St, Indianapolis
-Scheduling: Walk-in - Scheduling via web available
-Hours: Mon-Fri 9AM - 9PM Sat-Sun: 9AM - 5PM
-Requirements to be Tested: Doctor's note - Essential worker - Exposure - Healthcare worker - Pregnant - Symptomatic

Indiana Immediate Care - East Hickory
-Address: 675 E Hickory Lane, Indianapolis
-Scheduling: Scheduling via web available
-Hours: Mon-Fri: 9:00AM - 9:00PM Sat-Sun: 9:00AM - 5:00PM

Indiana Immediate Care - North Girls School
-Address: 650 N Girls School Rd, Indianapolis, IN 46214
-Scheduling: Walk-in
-Hours: Mon-Fri: 9:00AM - 9:00PM Sat-Sun: 9:00AM - 5:00PM
-Contact Information: Phone: 317-299-4033

Indiana Immediate Care - Pendleton Pike
-10950 Pendleton Pike, Indianapolis
-Scheduling: Walk-in - Scheduling via web available
-Hours: Mon-Fri: 9:00AM - 9:00PM Sat-Sun: 9:00AM - 5:00PM
-Phone: 317-723-3875

ISDH/Optum Test Site - English Ave
-Address: 2200 English Ave, Indianapolis, IN
-Scheduling: By appointment
-Hours: Mon-Fri: 8:00AM - 8:00PM
-Requirements to be Tested: symptoms or conditions
-Contact Information: Phone: 888-634-1116

IU Health Downtown Remote Specimen Collection
-4850 Century Plaza Rd, Indianapolis, IN
-Scheduling: By appointment - Scheduling via web available
-Hours: Mon-Fri: 9:00AM - 3:00PM Sat-Sun: 9:00AM - 1:00PM
-Contact Information: Phone: 317-962-2000

Raphael Health Center, Inc.
-Address: 401 E 34th St, Indianapolis, IN
-Scheduling: By appointment Call 317-926-1507 to schedule for appointment
-Hours: Mon-Sun 3:00PM to 4:30PM daily

SDH/Optum Test Site - South Tibbs
-Address: 2320 S Tibbs Ave, Indianapolis, IN
-Scheduling: By appointment
-Hours: Mon-Fri: 8:00AM - 8:00PM
-Requirements: symptoms or conditions
-Contact Information: Phone: 888-634-1116

Shalom Health Care Center
-Address: 3400 Lafayette Rd, Indianapolis, IN 46222
-Scheduling: By appointment - Walk-in If concern for COVID infection, call first to be triaged by Nurse Practitioner
-Hours: Mon and Wed: 8:00AM - 5:30PM Tues and Thurs: 8:00AM - 7:00PM Fri: 8:00AM - 1:00PM

Walmart Parking Lot - North Keystone
-Address: 7325 N Keystone Ave, Indianapolis, IN 46240
-Scheduling: By appointment - Scheduling via web available You must first qualify for COVID-19 screening and schedule an appointment at: www.DoINeedaCOVID19test.com.
-Hours: Mon, Wed, Fri: 7:00AM-9:00AM
-Contact Information: Phone: 800-635-8611

Walmart Parking Lot - US 31 South
-Address: 7245 US 31 S, Indianapolis, IN 46227
-Scheduling: By appointment - Scheduling via web available You must first qualify for COVID-19 screening and schedule an appointment at: www.DoINeedaCOVID19test.com.
-Hours: Mon, Wed, Fri: 7:00AM-9:00AM
-Contact Information: Phone: 800-635-8611

Walmart Parking Lot - West 86th
-Address: 3221 W 86th St, Indianapolis, IN 46268
-Scheduling: By appointment - Scheduling via web available You must first qualify for COVID-19 screening and schedule an appointment at: www.DoINeedaCOVID19test.com.
-Hours: Mon, Wed, Fri: 7:00AM-9:00AM
-Contact Information: Phone: 800-635-861