Pandemic Continuity Plan Overview

October 2020
Agenda

I. Introduction
II. Pandemic Continuity Plan Framework
III. Planning & Operations Continuity Structure
IV. Process-driven Approach
V. Planning and Implementation Cycle
VI. Health Coordinator
VII. A Multi-layered Approach to Safety
The Northwest School has established a governance structure to carefully navigate the complexities of the pandemic:

- Aligned with the vision, mission, and core values
- Focused on safety, business continuity, and delivering on the education program
- Collaborative effort of key stakeholders represented by overlapping committees
- Informed by fact-based guidance as formulated by subject matter experts
- Develop and implement formal safety protocols to safely re-open
Planning & Operations Continuity: Organizational Structure

- Strategic
- Operational
- Tactical
- Specialists and Experts

Planning & Operations Continuity Committee
Planning & Operations Continuity: Purpose and Mission

• Purpose: this committee serves as the guiding coalition working to deliver on the education program, while navigating the complexities of safely re-opening the campus.

• Mission: in the spirit of uniting the community in this unique moment, we are guided by the following principles:
  • Provide the best academic experience
  • Prioritize safety above all else
  • Prioritize community through all that we do
  • Ensure there are no interruptions to mission essential functions
Process-driven Continuous Cycle

1. Align with Mission and Greater Strategy
2. Strengths-based Roles Approach
3. Engage, Organize Activities, Set Goals, Communicate
4. Implement and Take Action
5. Measure Outcomes, Communicate
6. Adapt as Needed
The links below provide frequently updated metrics and trends helpful in supporting the decision-making process:

- King County Health COVID dashboard: https://www.kingcounty.gov/depts/health/covid-19/data/key-indicators.aspx

The School has hired a specialist with a full-time presence focused on the prevention, monitoring, and management of health matters at Northwest. Formally trained as an EMT, this position has the full support of Joffe Emergency Services, the renowned experts in School safety. Primary duties include:

- Develops strategies to prevent and reduce the spread of infectious disease
- Implements a surveillance system to detect outbreak by monitoring/tracking
- Provides decision support to the school via best practices & trends analysis
- Serves as the first point of contact for symptomatic cases at the school
- Serves as the School’s point person for the health department
- Develops protocols for the school’s response to a COVID-19 diagnosis
- Provides direct medical care to students
- Contributes to emergency planning & response
A Multi-layered Approach to Safety

THE SAFE SIX: WORKPLACE READINESS ESSENTIALS

The migration from furlough and Work From Home (WFH) workplace back to places of business will look different for every organization.

How can real estate owners most effectively prepare their assets for the return of building occupants? And how can employers make sure they are prepared to receive their workforce—and make sure their employees are prepared? Faced with many of the same challenges, owners and occupiers have a unique opportunity to come together, following a handful of operational guiding principles to help navigate the return to the workplace:

1. PREPARE THE BUILDING
   - Cleaning plans, pre-return inspections, HVAC & mechanicals checks
   - Ensure safety of all workers
   - Mitigate anxiety of returning to the workplace through change management and communications
   - Consider why people can benefit from returning to work
   - Health and family priorities; reduced commute time; technology enables WHF without loss of productivity
   - Develop and execute detailed plan on how to return to work
   - Advise on alternate means of safe commuting
   - Prepare and post reminders of social distancing and cleaning protocols

2. PREPARE THE WORKFORCE
   - Policies for deciding who returns and when; employee communications
   - Mitigate anxiety of returning to the workplace through change management and communications
   - Reconfigure gathering and lobby areas for social distancing
   - Install plexiglass shields as appropriate
   - Clearly communicate building protocols through signage and floor markings
   - Consider temperature screening
   - Provide sanitizers, wipes, PPE as appropriate
   - Disable touchscreens

3. CONTROL ACCESS
   - Protocols for safety and health checks, building reception, shipping/receiving, elevators, visitor policies
   - Control the entry points including deliveries
   - Reconfigure gathering and lobby areas for social distancing
   - Install plexiglass shields as appropriate
   - Clearly communicate building protocols through signage and floor markings
   - Consider temperature screening
   - Provide sanitizers, wipes, PPE as appropriate
   - Disable touchscreens

4. CREATE A SOCIAL DISTANCING PLAN
   - Decreasing density, schedule management, office traffic patterns
   - Consider phasing based on roles and priorities, including temp workers if needed
   - Alternating work weeks in the office and WHF
   - Staggered arrival/departure times
   - Enable teams to negotiate their own “in-office” schedules
   - Introduce planning to support social distancing/6 Feet Office Protocols
   - Monitor space usage
   - Specify seating assignments for employees to ensure staff adheres to minimum work distances
   - Redesign spaces, alternate desk/chair use, etc., for social distancing
   - Add panels between desks including height adjustable panels for sit/stand desks
   - Enforce stringent cleaning protocols for shared spaces
   - Reduce capacity of spaces—e.g., remove some chairs from large conference rooms
   - Prohibits shared use of small rooms and convert them to single-occupant use only
   - Designate and signpost the direction of foot-traffic in main circulation paths

5. REDUCE TOUCH POINTS & INCREASE CLEANING
   - Touchless ingress/egress, clean desk policy, food plan, cleaning common areas
   - Maintain enhanced cleaning and disinfecting practices
   - Supply disinfectants near or on each desk or work area, particularly those that are shared
   - Remove food/beverages – consider restocking with single-serving items
   - Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
   - Sanitize all workspace areas, including offices, conference rooms, breakrooms, cafeterias, restrooms, and other areas prior to opening. Ensure appliances/equipment are in working order
   - Limit in-person meetings
   - Consider low-touch or no-touch switches, doors, drawers and other fittings
   - Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
   - Institute a clean desk policy
   - Create secured, designated storage areas for personal items
   - Designate a specific enclosed room to isolate any person identifying themselves with symptoms

6. COMMUNICATE FOR CONFIDENCE
   - Recognize the fear in returning, communicate transparently, listen/survey regularly
   - Ensure leadership alignment on re-entry
   - Establish two-way communication
   - Ensure a trusting and transparent culture
   - Clearly set employee expectations, with an emphasis on making them feel secure
   - Return to work/WHF policies and incentives
   - Updated workplace policies
   - Employee travel policies
   - HR policies regarding illness, support for caregivers, etc.

MOST IMPORTANTLY

Constantly reinforce hand washing, social distancing and staying home when ill.
Thank you!