TO: Hilaria Swisher, Kate Leary, and Hannah Belt
FROM: Paul D. Daugherty, President & CEO
RE: Restoring Regular In-Office Operations
DATE: July 7, 2020

Your health and safety are of the utmost importance to Philanthropy West Virginia during usual times, but especially during this pandemic.

With the past nearly four months working remotely, Philanthropy WV will begin to transition back to team members working in the office on a more frequent basis with the best practices as outlined by federal, state, and local health officials and our landlord’s procedures at WV Public Broadcasting.

The first matters to address are the safety procedures put in place by WV Public Broadcasting. As shared by WVPB, the safety of its employees, tenants and visitors very seriously. **WVPB has put changes into place that Philanthropy WV staff must honor and follow including:**

- All entry into the building will be through the side door located near the producing studios.
- Upon entry, your temperature will be checked. A temp of 100 degrees or higher will NOT be permitted inside.
- Building employees including WV Public Broadcasting, WBOY and Philanthropy WV will only need temperature taken once a day.
- Employees are asked to wear masks when in contact with others, use of mask while alone is not necessary.
- Visitors are also asked questions in addition to the taking of their temperature and will be required to wear a mask. Masks can be provided.
- All information will be logged and only reviewed in the case of outbreak.
- If you feel sick, have been exposed to COVID-19, and/or have any symptoms of COVID-19, you are NOT to come to the building/offices during regular or after hours. Symptoms include: (1) fever in the last 48 hours, (2) loss of taste or smell, (3) experiencing a cough, shortness of breath, or sore throat, (4) vomiting or diarrhea in the last 24 hours
- Sanitizing wipes, masks, and hand sanitizer are available as you walk into the building
- WVPB is continuing the deep cleaning practices including all commonly touched areas, light switches, doorknobs, sink faucets, and more.
- Maintain a physical distance of at least 6 feet away from others
- As WVPB is a state facility, we must follow their guidelines and those of the Governor’s Office. These policies can be found [here](#).
- WVPB has setup a new filter contractor which are replacing the air filters in the HVAC units on the rooftop once a month. The filter is a MERV 6, a better filter for entrapment of air particles.
- If you have any questions on the building’s policies or practices, please consult our Building Manager Rodney Swisher at 304.284.1465 or email: rswisher@wvpublic.org

**Philanthropy WV is putting the following practices and process in place to ensure your safety and your compliance with these practices are requested:**

- If you are ill or do not feel well (experiencing fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, diarrhea, or any others symptom related to COVID-19),
please stay home, do NOT come to the office, and please get tested (local testing options can be found here)

- Staff are to wear masks inside the building in all common spaces, meeting rooms, etc. If you are in your private office with no other people, you may determine if you need it there.
- If you need masks or hand sanitizer, please let us know as they will be made available to you at no expense to you.
- For your office, cleaning/sanitizing spray and towels are available in the general space for you to use to clean your desk, computer, spaces to ensure your safety.
- Staff will not be conducting any meetings in-person or hosting any guests in our building/offices for the near future. All meetings are to be conducted via phone call, Zoom, or other secure videoconference platform.
- Staff are not to travel for Philanthropy WV related matters. To ensure your safety if a member, client, partner, vendor, or sponsors/funder requests a meeting then it is to be via zoom and/or conference call.
- If you, a family member/friend, or anyone you have been in contact with has been come in contact with someone with COVID-19 or they themselves have it, you are to notify Paul Daugherty immediately to be aware of the possible contamination. You are to get tested (please consult the Monongalia County Health Department for testing sites/opportunities) and remain quarantined/isolated until your test result is confirmed. Upon a negative test result, you may return to the office. If you have a confirmed case, then you are to self-isolate and quarantine at your residence for 14 days of which a course of action will be determined. Upon confirmation of a positive test, you will be allotted up to an additional two weeks of a special one-time allocation of PTO for your care and recovery.
- A plan and practices will be put in place for any on-site programs offered this fall to ensure your safety and those of our guests and presenters.
- If you have concerns over any of these practices or processes and feel a working remotely is still needed, please contact me as arrangements can be made.
- A practice will be put in place for your safety for any staff who might travel to high risks or contamination areas. This will be finalized and shared with you in the near future.

Please note: These are subject to change as federal, state, and local health practices are modified. If no other changes take place from federal, state, and local health/government officials, starting the week of July 13, 2020 Philanthropy WV staff will be returning to working at least two days/week in the office. Our work schedule starting the week of July 20, 2020 will be determined in consultation with staff members along the following format:

- President & CEO: Tuesdays and Fridays
- Program & Engagement Coordinator: Wednesdays and Thursdays
- Operations Assistant: Mondays and Tuesdays

As there are over 500 confirmed COVID-19 active cases in Monongalia County, each team member needs to be aware of best practices and procedures to keep themselves and the team healthy. Please check out details and current health recommendations on COVID-19 by visiting the following resources:

- Monongalia County Health Department
- WV Department of Health & Human Services
- Center for Disease Control

TESTING: Testing is being made available through the Monongalia County Health Department. If you, a family member or friend needs to be tested, please contact the Mon County Health Department by visiting: www.monchd.org

Please note these practices and processes might adjust pending public health updates, infection rates, and other matters that come up. Again, please contact Paul Daugherty with any questions at 304.692.9883 or paul@philanthropywv.org.