

Continuity of Operations Plan (COOP)

The COOP Plan is to prioritize the health and wellbeing of Standpoint staff, volunteers and stakeholders. Standpoint's COOP Plan is created to assist in decreasing the spread of acute respiratory illness and lower the impact of COVID-19 in our workplace in the event of an outbreak while a) reducing transmission among staff, and b) maintain business operations. When deemed appropriate by the Executive Director and the Director of Organizational and Staff Development the COOP Plan will be activated.

Readiness and Preparation:

1. Standpoint's leadership team will decide when the office will be closed. Staff will be notified through an all staff email sent by the Executive Director.
2. Staff with laptops and/or other office equipment needed for remote work are required to take the equipment home daily in case situations arise where staff are required to work from home.
3. The Director of Organizational and Staff Development will meet with staff to ensure they are equipped for successful remote work.

Finance and Operations Functions:

1. Payroll will be reviewed, authorized and completed electronically by the Executive Director.
2. Mail will be temporarily routed to the home address of the Executive Director.
3. The Accountant and the Executive Director will assess the need to pay specific bills as they arrive. Those that can wait will be held. Others will be paid electronically if possible (by credit card or electronic transfer) or by check.

Continuity of Operations:

1. All staff who does not have a cellular phone through Standpoint should download and use the Accession Application.
2. Standpoint's Action Line will be routed to advocates' office number. Calls will be transferred to the appropriate attorney for legal advice when necessary.
4. Standpoint will continue meetings through virtual methods. Virtual meetings will take place through ZOOM or through Standpoint's conference call line.
5. Staff are responsible for rescheduling meetings or notifying clients or community partners from their individual contacts.
6. In the case of an office closure, the communications point person will update through social media, legal advocates listserv, and our website.
7. The Advocate Support and Grants Manager will notify general interns and volunteers of Standpoint and provide guidance around volunteer projects.
8. The attorney responsible for supervising law student interns will notify and provide guidance around projects.

Review and Revision

This COOP Plan is a working document. The leadership team will review and revise the COOP Plan to implement changes with the circumstances as necessary.

The following procedures will be observed to help prevent workplace exposures to acute respiratory illnesses, including COVID-19:

1. Staff who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4 degree F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom altering medicines (e.g. cough suppressants). Staff should notify their supervisor and stay home if they are sick.
2. Staff who appear to have acute respiratory illness symptoms (cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other staff and sent home. Staff should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
3. Staff who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
4. Staff who are well and need to work remote to take care of family members due to varying circumstances should notify their supervisor to create a plan.
5. If a staff is confirmed to have COVID-19, leadership staff should inform fellow staff of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for [how to conduct a risk assessment](#) of their potential exposure.
6. Staff can elect to work from home (if they are able and willing) or use sick leave during their time out of the office (self-quarantine, sick, care for family).
7. In the event that staff must go into isolation, staff can request paid leave through Standpoint's disability insurance, Unum Life Insurance Policy of America.
8. Staff who become infected with the COVID-19 virus or suspect they are infected will be required to follow guidelines recommended by CDC, [what to do if you are sick](#).
9. Standpoint will provide tissues, hand sanitizer, and hand wash for use by staff.
10. Standpoint will provide disposable disinfectant wipes for all staff to routinely clean all frequently touched surfaces in their spaces (workstations, keyboards, desks, doorknobs).

Travel Policy:

1. Standpoint will refer to [Center for Disease Control's travel recommendations](#) and use their discretion along with guidance from the Executive Director regarding travel for Standpoint business.
2. Travel bookings and reservations should include travel insurance.