The purpose of this policy is to protect the health of our staff, members, participants, clients, and the general public in accordance with available (and rapidly evolving) scientific evidence. Exceptions can only be made by the Executive Management Team based on the application of the latest CDC guidance to specific situations and applicable labor and employment laws.

The way that the CDC determines threat levels to a combination of hospitalizations and transmission rates and three threat levels. [https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html](https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html)

I. Vaccination Requirements for Employees

A) **New Hires:** New hires for regular employee positions **must show proof of first vaccination before beginning employment** and become fully vaccinated based on the schedule directed by public health officials. For irregular employees or contracted consultants, this policy will be applied if work requires any in-person contact with staff, members, or the general public.

B) **Existing Employees:** All regular employees must have their first vaccination by October 15th, 2022, and remain fully vaccinated by receiving booster shots based on the schedule advised by the CDC for their age group and/or health status.

C) **Carve Out Provision:** If an employee or prospective employee has a documented ADA reason a person cannot be vaccinated, following the documented advice of a licensed medical provider, we will provide reasonable accommodation in a way that also protects the rights of the employee or prospective employee and the safety of our members and staff, and achieves the Center’s programmatic objectives. We will consider non-ADA accommodations on a case-by-case basis.

D) **Office Policy on Booster Shot and COVID Infections**

   a) **Booster Requirement:** Effective November 1st, 2022, the Center (both first and second floor) can only be used by staff and interns who have provided proof they are up to date on COVID booster shots to the Operations Director (this varies based on age and health status). There is an exception for staff who can provide acceptable documentation from their primary doctor that they are directed not to take the booster for medical reasons. This must be furnished on letterhead to the Operations Director.

   b) **Infection Quarantine and Test-out Requirement:** If you have COVID symptoms or are exposed to someone with COVID, you are expected to get a COVID test (the Center will maintain an inventory of free tests specifically for employee use) In the case of a positive COVID test, staff may not use the office until they have quarantined for at least 10 days, beginning 24 hours after a fever dissipates and symptoms have subsided. For the following 5 days, staff must wear a well-fitting KN95 or N95 Mask in the office and at all public meetings and/or events when on Center time. More CDC guidance on isolation periods here [https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html)

II. Vaccination Requirements for Center Volunteers and Interns who may interact with members of the general public:

E) **New Volunteers and Interns:** New volunteers and interns who perform activities that dictate they interact with participants, members, staff, and members of the general public **must show proof of first vaccination before beginning volunteering** and become fully vaccinated based on the schedule directed by public health officials.
F) **Existing Volunteers and Interns:** All existing volunteers and interns must have their first vaccination by October 15th, 2022, and remain fully vaccinated by receiving booster shots based on the schedule advised by the CDC for their age group and/or health status.

G) **Carve Out Provision:** If a volunteer or intern or a prospective volunteer or intern has a documented ADA reason a person cannot be vaccinated, following the documented advice of a licensed medical provider, we will provide reasonable accommodation in a way and attempt to provide volunteer and intern opportunities that do not involve the need for them to interact with staff, participants, clients, or members of the general public and all.

H) **Office Policy on Booster Shot and COVID Infections**

   a) **Booster Requirement:** Effective November 1st, 2022 the Milwaukee office can only be used by staff who provided proof they are up to date on COVID booster shots to the Operations Director (this varies based on age and health status). There is an exception for staff who can provide acceptable documentation from their primary doctor that they are directed not to take the booster for medical reasons. This must be furnished on letterhead to the Operations Director.

   b) **Infection Quarantine and Test-out Requirement:** If you have COVID symptoms or are exposed to someone with COVID, you are expected to get a COVID test (the Center will maintain an inventory of free tests specifically for employee use) In the case of a positive COVID test, staff may not use the office until they have quarantined for at least 10 days, beginning 24 hours after a fever dissipates and symptoms have subsided. For the following 5 days, staff must wear a well-fitting KN95 or N95 Mask in the office and at all public meetings and/or events when on Center time. More CDC guidance on isolation periods here [https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html)

III. **Facility and Workplace Occupancy Policy and Shared Common Space and Equipment Precautions**

Currently, the existing COVID vaccines do not prevent COVID transmission but do prevent severe symptoms for most people. But people at higher risk due to underlying health conditions or age or who live with people in these situations need to take greater precautions to prevent serious illness and potential hospitalization. Importantly, unvaccinated people are 3 to 4 times more likely to be infected with COVID, which makes them a greater risk to others.

Since the Milwaukee LGBT Community Center provides services to all members of the public, with focused programming for individuals representative of Aging and Disabled communities, the following policies will be adhered to by all staff and members of the General Public who come in-person to the center:

- **Self-Screening Upon First Floor Entry:** All staff and members of the general public will comply with a temperature check and brief covid symptom and exposure screening upon entry to the first floor of the center.
  - Individuals who have a temperature higher than 98.6 degrees and/or have any symptoms related to COVID-19 or know or think they may have been exposed to COVID in the past 10 days may not be permitted to enter the facility.

- **Masking:**
  - **During Low and Medium Risk Levels:** Masking is strongly encouraged but optional.
  - **During High-Risk Level:** All staff and members of the general public must comply with wearing either a mask at all times while participating in events and/or meetings held on the first floor of the center in any communal space and will practice social distancing during meetings and events. Masks will be provided for free at the reception/COVID screening kiosk on the first floor.
Caveat: If the member of the general public is a consistent participant of a Center sponsored/provided service-related support group—and all members of that specific group are willing to both provide proof of vaccination, and if the designated meeting space has a door that will be kept closed for the duration of the meeting, then once in the designated meeting space participants do not have to wear masks while in that designated meeting and space, though it is still strongly recommended and encouraged by Center leadership. Staff, however, must wear masks at all times and in all spaces regardless of this caveat while on the first floor of the Center.

- **Space Sanitization:** Before all events and/or meetings on the first floor, the staff hosting the event or meeting is required to utilize the cleaning products that will be kept in each room of the Center to wipe down tables, chairs, door knobs, and any other commonly touched surfaces, and sign off on the chart on the wall with the date, time, and initials indicating that they performed this mandatory cleaning regime. Additionally, the staff hosting the event or the meeting is required to repeat the process immediately post the meeting or event and again sign off on the wall chart with the date, time, and initials.

- **Common Use Items:**
  - During High-Risk Level: All common shared-use items, including but not limited to dishes, cutlery, glasses, cups, microwaves, coffee makers, toaster ovens, board games that require players to touch the same pieces or cards during the course of play, etc...will be removed from the first floor of the center.
    - Individually wrapped disposable cups, flatware, and cutlery shall be made available.
    - Shared equipment that is essential to the mission and purpose of the Center on the first floor, such as the resource computers and printers, TVs, and other tech and equipment necessary for hybrid meetings and events, shall have a cleaning regime checklist posted next to those items, and cleaning supplies will be made readily available.
    - The Center will make sure that doors that can be propped open are open as much as possible to avoid the need to touch door knobs and that trash and recycling receptacles do not have lids or covers on them.
  - During Low and Medium Risk Levels: Staff and participants will use common sense and practice safe use of common shared-use items.
    - Regardless of current Risk Level, disinfecting wipes and gloves, as well as hand sanitizer, will be stocked outside and inside of each common space and restroom, and signage outlining best practices for use will be posted outside and inside of each common space and restroom.

- **Indoor meetings and events that involve food and beverages are strongly discouraged at High-Risk Level but allowable during Medium and Low-Risk Levels.**
  - However, if during High-Risk Level, food or beverages are key to your event or meeting, they are allowable as long as they originate in and be served in single-serve and disposable packages.
  - During all risk levels, the garbage cans provided at events must not have lids or covers, and the garbage must be emptied immediately after the event.

- **Outbreak Protocols:** At any time, upon notice and verifiable evidence of an outbreak (defined as one or more individuals contracting COVID and being able to provide strong evidence that the only way they could have contracted it was while they were at the Center or a Center sponsored or hosted event) of COVID 19 originating at the Center or a Center sponsored or hosted the event, the center will shut down for a minimum of 5 days.
No volunteers, interns, members, clients, participants, or members of the general public will be allowed access to the Center during this shut-down period.

All staff will work from home unless approved by the Executive Director in writing to enter the office during a shutdown as dictated by the needs of the organization and their role in the organization, and only after the contracted cleaning crew has conducted a full cleaning cycle.

IV. Precautions for indoor and outdoor events and activities by Community/County COVID Risk Level.

Definitions: These precautions are progressive, depending on the CDC community level. As noted above, CDC has changed the way they measure the community COVID level. Rather than only case counts, they now combine new COVID cases, new COVID hospital admissions, and the percentage of hospital beds occupied by COVID patients. To determine the threat level in your county in real-time, go to https://covid.cdc.gov/covid-data-tracker/#datatracker-home

High-Risk Level (3) (Orange)

1. Avoid High-Risk Public Events. During Level 3, staff should work to use either virtual tools or plan outdoor events whenever possible. If indoor events/activities are necessary for the fulfillment of the mission of the organization, then room capacity limits posted in each room will reflect 50% capacity on the first floor of the center and must be adhered to. Social distancing (a minimum of 6 feet) must be practiced, and all staff and attendees must wear well-fitting N95s or KN95-certified masks. Social distancing (a minimum of 6 feet) should still be practiced, and masks should also be worn at outdoor events. Staff should advise attendees of any safety precautions as part of turnout and engagement.

2. Staff who are more vulnerable to severe COVID or who are in regular contact with people should consider limiting their first-floor center use to low occupancy times.

3. Meetings or events should be limited and kept to small numbers (generally 3-5 participants, but management will consider each request on a case-by-case basis) during Level 3.

4. The staff member organizing the event should clearly notify all Center staff about the time and number of people who will be in the facility on the first floor so they can decide whether it is safe to come in at that time.

Medium-Risk Level (2) (Moderate) (Yellow)

1. In-person and in-door events are allowable. Room capacity limits posted in each room will reflect 75% capacity on the first floor of the center and must be adhered to. Use greater care than at low transmission times, and use common sense on taking unnecessary risks.

Low-Risk Level (1) (Green)

1. In-person and in-door events are allowable, and 100% of the room capacity (dictated by building and fire codes) will be allowed.