



INDIANA CONVENTION CENTER (ICC) AND LUCAS OIL STADIUM (ICCLOS) RETURN TO WORKPLACE COVID-19 MITIGATION PLAN

ICCLOS' primary concern at any time is to provide a safe and healthy workplace. Now with the current COVID-19 pandemic, we are putting in place certain steps as mandatory practices for those entering into or working within the Indiana Convention Center (ICC) and Lucas Oil Stadium (LOS).

Applicable time period: During the time period where governmental orders restrict the size of gatherings or requires social distancing

Applies to whom: Anyone entering ICC or LOS including employees, contractors and visitors

The following steps ICCLOS is undertaking as its Return to Workplace practices:

1. Flexible sick leave program

- ICCLOS provides a flexible sick leave program. Contact Human Resources (HR) for questions or details.

2. Entry in to ICCLOS; On-site Healthcare Professional Body Temperature Screenings

- Employees and contractors should self-test temperature before and after work to help with the self-screening process.
 - Employees should immediately report to HR, or if a contractor to his/her ICCLOS contact, from home if they have a fever of 100.4 or above; they should not come into work.
 - Follow up with recommended medical provider
 - Employees must keep ICCLOS informed about medical condition and recommendations to ensure a timely return to work
- Employees, contractors and all visitors shall enter the facilities at the following entrances only – subject to change:
 - Capitol Ave & South St. Entrance (by the parking lots south of ICC) and ICC main administrative entrance just south of the intersection of Capitol Ave and Maryland St.
 - LOS entry will commence through one of the above two ICC entrances; entry will continue into LOS through the tunnel.

- Body Temperature Screening by IU Health medical professionals
 - All persons entering into ICC or LOS will submit to a no-touch temperature check by an IU Health medical professional at above entrances and complete a simple health questionnaire.
 - A screened off area will be provided for privacy
 - Care will be taken to provide privacy for all people including people who have a temperature above 100.4 F
 - HR Manager and Business Operations Director will be present at entrances during peak morning hours (7:30 am-9:30 am).

3. Facemasks (i.e. cloth masks / surgical masks)

- Employees, contractors and visitors **must** wear a cloth facemask while in common areas of ICCLOS
 - Entering and exiting offices or buildings
 - Halls, docks, bathrooms, on their way to places and from places
 - Employees may remove mask and gloves while in their office if it is not a shared space
 - Types of cloth facemasks
 - Employees are encouraged to bring fabric mask from home as they are more comfortable for the employee and provide the same protection
 - Disposable cloth face mask aka, surgical masks, nuisance masks, dental masks will be provided by ICCLOS to any employee, contractor, visitor who does not have a mask.
 - Persons may wear an N95 facemask if they provide their own; ICCLOS is not requiring use of N95 facemasks.
 - Purpose of facemasks
 - Protect other people against infection from the person wearing the mask.
 - Such masks trap large particles of body fluids that may contain bacteria or viruses expelled by the wearer when:
 - Talking
 - Coughing
 - Sneezing
 - Cloth / fabric masks does not take the place of any required PPE for toxic chemicals or atmospheres.
 - DO NOT share masks
 - ICCLOS will provide masks when applicable

4. Other Preventive Measures

- Employees and contractors are required to wash hands frequently - Follow these five steps every time.
 - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.
- Use hand sanitizers when soap and water is not available. Sanitizers can quickly reduce the number of germs on hands in many situation.
- Employees, contractors and visitors must practice social distancing throughout the organization
 - Interactions kept at a 6 feet minimum distance
 - Meetings held via phone when feasible.
 - Meetings held in rooms large enough to keep 6 feet social distancing
 - Meetings held with masks on
 - Stagger lunch and breaks to allow space for social distancing
 - Employees are encouraged to eat alone in office, car, or one at a time in department break areas
 - Maintain 6’ distance when attempting to sit together at a table
 - Employees should refrain from eating in common areas.
 - Common areas and surfaces should be disinfected often
 - Shifts should be staggered to allow for further social distancing (managers will determine)
 - Shift staggering is at the discretion of departmental leadership and also depends on staffing needs
 - Remote work days
 - Those employees that can work from home should primarily continue to work from home (managers will determine)
 - Considerations may be made for employees that are considered high risk
 - Continue with cleansing all common surfaces as defined by Facility Management

5. Employees who are currently Ill or become Ill

Based on Center for Disease Control (CDC) guidelines, persons who think or know they have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Isolate for at least 10 days after onset of symptoms.
- May be released from isolation if their symptoms have improved_
- **AND they have had no fever, without the use of medicines for at least 24 hours.**

Based on the CDC guidelines, persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.

Based on the CDC guidelines, persons with laboratory-confirmed COVID-19 who were severely ill or with severely weakened immune system may discontinue isolation when:

- 10 to 20 days (dependent upon individuals health) after onset of symptoms
- Persons who are severely immunocompromised may require testing to determine when they can be around others.
- Healthcare provider will let you know if you can resume being around other people based on the results of your testing.

For Anyone Who Has Been Around a Person with COVID-19

- Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath) **does not** need to stay home.