



## **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 Into 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) and Gloves**

- 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
- Employees, contractors and visitors must wear gloves when in ICCLOS common areas
  - 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.



- Purpose of gloves
  - To protect employees from getting the virus from touching common surfaces.
- Types of gloves
  - Employees may bring and use their own gloves of any type
    - Cloth gloves are not disposable and should be laundered regularly
  - Nitrile or any other type of rubber type gloves
  - Type of gloves needed for the task being performed
  - ICCLOS will also provide gloves for those who do not have any
- Safety habits to form when wearing gloves
  - Do Not share gloves
  - Do Not touch any part of your face, head, or neck with a gloved hand
  - Dispose of disposable gloves in the trash at the end of the day
  - Launder reusable cloth gloves frequently to kill germs
  - Gloves with holes, rips, or tears shall be disposed of and new gloves obtained.
  - Reusable rubber type gloves shall be disinfected with a minimum of soap and water at the end of the day.

#### 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 gloves and 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 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 with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

**Based on CDC guidelines, persons who have COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever **without** the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart

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

- At least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.
- For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present.
- In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask.
- The covering does not refer to a medical mask or respirator.

