



## HEALTH AND SAFETY PROTOCOL MEASURES FOR NONPROFIT VILLAGE

- Wear masks at all times in the common areas. You may remove masks when in private offices. Masks can be removed in meeting rooms, which are set up for socially distanced interactions, with plexiglass shields are on tables, reduced capacity, etc.
- Use the stairwells, when possible, rather than the elevators.
- When passing in the hallways, please maintain as much distance as possible.
- If you want to practice distancing, you can work remotely or can also stagger arrival and departure times. We can share telework solutions with you.
- When using shared surfaces (doorknobs, remote controls, copier buttons, microwave, refrigerator) wipe the surface after use (wipes will be provided).
- Nonprofit Village has disinfectant products for surfaces.
- Members who are sick should work remotely and wear a mask at all times.
- All deliveries will be left near the front desk and each member will be notified to retrieve their own deliveries.
- We do a deep cleaning once a month.
- Leftover food is prohibited. Remove food after meetings and events.
- Paper plates, cups and plastic utensils will be available in the kitchen.
- We will have Lysol spray in addition to other cleaning products.
- Incoming/outgoing mail will have boxes and NPV staff will transfer to mailboxes.
- All members should have a documented volunteer policy and appropriate participant waivers.

**\*Nonprofit Village reserves the right to change or extend these policies.**

Together, we can ensure a safe environment for everyone returning to on-site work. However, we will review procedures periodically weekly to determine if new or changed policies are warranted. You should feel free to make recommendations to us that increase the opportunity to keep everyone safe.

### Sources Consulted

- Global Workspace Association (GWA): [Business Continuity Template](#), and [Guide to Preparing Your Flexible Office Space](#)
- CBRE [Reopening The World's Workplaces](#)
- Out Of Office [Business Unusual – COVID-19 Impact on the Workplace of the Future](#)
- OSHA <https://www.osha.gov/Publications/OSHA3990.pdf>
- We Work <https://www.wework.com/info/wework-response-to-coronavirus-covid-19/>
- International Workplace Group <https://www.iwgplc.com/OurResponseToCovid19>
- Aon, a global risk mitigation services company [Response Planning Tool Kit](#)
- World Health Organization [Getting Your Workplace Ready](#)
- Governor's Nonprofit Working Group <https://marylandnonprofits.app.box.com/s/30ow7ldrcv1nwqkzde0u78zenlkh1ar>

- Cushman & Wakefield's [Recovery Readiness](#)
- OSHA [Guidance on Preparing Workplaces for COVID-19](#)
- Respiratory virus shedding in exhaled breath and efficacy of face masks  
<https://www.nature.com/articles/s41591-020-0843-2#auth-14>

*The hardest things to change are the mindsets  
that create the systems that need to be changed.*