

SPARK CENTRAL HEALTH EPIDEMIC POLICY

I: Purpose

To establish the protocol that will be used in the event of a health epidemic. If there is a serious infectious disease outbreak, Spark Central must plan for the safety of our clients and staff. In addition, during an epidemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials or upon a vote of our board. Other public health measures may include limiting or canceling programs and events, requiring quarantines and/or other social distancing measures. Recovery from an epidemic outbreak may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core activities of Spark Central can be maintained for several weeks or more with limited staff and volunteers and reduced hours due to an epidemic. Because Spark Central relies heavily on volunteers to be able to operate our station day-to-day, the loss of volunteers due to illness or epidemic fears could place could require a modification in programs to avoid placing a heavy burden on remaining staff in terms of remaining open and executing core programs.

II: Definitions

Epidemic · An epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. During an epidemic, many employees or volunteers may be absent at one time due to their own illness or quarantine. Additional employees may be absent for precautionary measures or compromised immunity and clients may be place at risk.

III: Prevention

To prevent the spread of an epidemic, staff will take appropriate measures to protect the safety of both employees and clients and follow the recommendations of the Center for Disease Control & Prevention and the World Health Organization and will require our staff, volunteers, and members to comply with these precautionary measures.

In the case of the Coronavirus (COVID-19), these precautionary measures include:

- Ensuring an adequate supply of protective gloves, hard surface disinfectants, hand cleaning products and hand disinfectant dispensers as such items.
- Daily (or more frequently as prudent) disinfecting of station surfaces, countertops, doorknobs, water dispenser, etc. as the availability of sanitizing supplies allows in a supply shortage.
- Immediate disinfecting the covers of all returned books and DVDs, as well as the surfaces of returned technology such as mice, keyboards, laptop covers, headphones, and touch screens to the greatest extent practicable.

- Asking all visitors, members, volunteers, and staff to wash their hands upon entry to our station and at the beginning of all programs. Hand sanitizer will be provided if available in a supply shortage.
- Providing masks and gloves to our staff and volunteers if they are available in a supply shortage. Gloves should be worn by staff when disinfecting hard surfaces or returned goods.
- Limiting or eliminating public food and beverage offerings at events, as they are opportunities for contamination to spread. This includes encouraging volunteers, staff, and members to bring their own water bottle.
- Requiring members, volunteers, and employees who indicate that they are ill or display symptoms of the Coronavirus to go home.
- Instituting use of other preventative measures as recommended by the Spokane Regional Health District or CDC, if feasible.

Communication about the above Spark Central precautionary measures and a request for compliance will be issued via posted signs in our station, in an email to our relevant contact lists, and verbal communication during our programs and station open hours.

Attendance at Spark Central is voluntary. Spark Central will not be held liable for any illnesses contracted during attendance at our station or off-site programs.

IV: Station Closure

Spark Central will temporarily close due to an epidemic in the event that (a) The City of Spokane closes following the City of Spokane Emergency Closing Policy; or (b) Spokane Public Schools and/or Spokane Public Library closes to prevent spread of the epidemic; or (c) a mandate order or recommendation for closure for schools and libraries is issued by public health or government officials on the local, county, state, or federal level; or (d) by a vote of the Board of directors deemed necessary to protect the safety of members, visitors, volunteers or staff.

At the discretion of the Executive Director or Spark Central Board President, Spark Central may close, reduce its open hours, or limit programs temporarily in the event that there is a potential risk to the health and safety of members, volunteers or staff or not sufficient staffing (including volunteer staffing) to maintain normal operating levels.

In the event of modification of operating hours or closure, it is imperative that the Executive Director or designee follow the communication procedures and submit payroll. In such an event:

- All Spark Central employees will continue to work remotely using digital communication and online platforms.
- The Executive Director or designee will issue a public statement about the closure (and/or program cancellations) and its duration to the public via email lists, our website, social media, etc.
- The appropriate staff will communicate with volunteers about the closures by phone, email, or other digital means.

IV: Leadership

If Spark Central's Executive Director falls ill and is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all day-to-day operations shall fall to the Development Director, then to one of our two program managers. In the case that all staff are ill or unavailable, responsibility for execution will fall to the Board President.