The Colorado Health Foundation™

Coronavirus: Updated Health and Safety Guidelines

******UPDATE: To learn more about how we are supporting our grantees and Coradans across the state, click here.******

We're taking significant measures to do our part to help slow the spread of the coronavirus (COVID-19) in Colorado. As this pandemic rapidly evolves, it's affecting all aspects of community. Read on for an update to the guidelines we communicated earlier this week to ensure the health and safety of our grantees, partners, staff and broader community.

As a foundation working to improve health across the state, we believe it's critical to help flatten the curve of the virus. This strategy is focused on preventing spikes in cases through protective and proactive social distancing measures that include office closures, working remotely and canceling gatherings.

Each of us has a responsibility to adhere to the advice from the Centers for Disease Control and Prevention (CDC) to use social distancing to reduce the rate and volume of exposure to the virus and mitigate the risk for related pneumonia and death in people 60 years of age or older, as well as for individuals with chronic health issues (especially people living with lung or cardiovascular disease, or diabetes).

Given the seriousness of the situation, the Foundation has put in

place/updated the following guidelines that may affect you:

- **As of Monday, March 16, the Foundation office will be closed until further notice.** *Please note: Our staff will be working remotely and our business operations will continue.*
- **All site visits related to our February grant cycle will take place by phone or Zoom video conferencing, rather than in person.** If you are a current applicant with a site visit planned, you will be contacted by our staff to determine how to have the meeting virtually and to provide Zoom resources as needed.
- **We want to assure our grantees and partners that the elimination of in-person meetings will not affect existing funding agreements.**
- **All Foundation meeting space reservations scheduled through the end of May will be canceled** (and no new meetings will be scheduled for this period). External meeting hosts will be contacted by our staff shortly. We apologize for the inconvenience and encourage hosts to make virtual arrangements.

We know other workplaces are considering measures to ensure the health and safety of their staffs while maintaining business operations. Here's what we've put in place for our employees and work environment:

- **All staff are required to work remotely for the duration of our office closure.** We plan to provide notice to staff two business days in advance about whether or not the office closure will need to continue beyond April 13.
- **All business travel of any type is restricted until further notice**, and we're strongly discouraging personal travel by staff.
- **All meetings must occur virtually by phone or video conferencing – no exceptions.** This goes for meetings involving only staff, as well as those involving staff and external parties.

- **Staff must immediately report to their supervisor and HR if they (or someone in their household) are diagnosed with COVID-19 or have possibly been exposed to the virus.** The CDC offers this guidance on how to conduct a risk assessment of potential exposure. Medical details will be held confidential and shared only with supervisors and Foundation executives by permission of the impacted staff member or as required by law.
- **Current hiring and recruitment activities will continue virtually.**
- While we have no known cases of COVID-19 on staff, **the office will be thoroughly disinfected during our closure**.

Working in partnership with funders across the state, we're pulling together ways we can support the nonprofit sector to address emergent needs. We're aiming to share more about that next week. Thanks to everyone who offered ideas and helped us understand the realities of this public health threat on the operational needs of your organizations.

We thank you for your understanding of these guidelines and for all you are doing in your communities. If you have feedback or questions, please feel free to Show email, senior director of communications.

In good health,

Karen McNeil-Miller
President & CEO

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Announcements

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