

For the North American Mission Board (NAMB) headquarters located in Alpharetta, Georgia, “Phase 3” of the transition back to the building for Alpharetta staff will begin on **Monday, October 5<sup>th</sup>**. NAMB leadership has taken every precaution to make sure the work environment and protocols align with the most recent state and local orders in response to COVID-19, and when appropriate, under current guidance from public health agencies.

NAMB will implement the following protocols in an effort to maintain a healthy and safe environment for all staff, contractors and vendors:

### REMOTE WORK POLICY

During Phase 3, the Alpharetta building will be the primary work location for Alpharetta employees with remote capabilities when needed. NAMB will continue to encourage Alpharetta employees who are in the “high-risk” category to continue to work remotely as your work allows. Employees working remotely should abide by NAMB’s remote work policies provided in these protocols and posted on the staff portal, [staff.namb.net](https://staff.namb.net). If an employee’s work is hindered by working remotely, they should notify Human Resources and their supervisor.

### BUILDING CLEANING & DISINFECTING

NAMB will clean and disinfect high-traffic and high-touch areas four times a day using disinfectants recommended by the CDC. NAMB recommends that employees disinfect their desk and/or office at least two times a day; therefore, disinfecting materials will be provided on each floor. NAMB will also provide soap and hand sanitizing stations throughout the building.

### SOCIAL DISTANCING

NAMB will continue to follow public health agency social distancing guidelines to protect staff while in the building. If an employee needs to enter the building, they should abide by the following social distancing protocols:

- Strongly encourage the use of a face mask while moving around the building
- Maintain a distance of at least 6 feet from other employees
- Conference rooms will be limited to participant setup that allows social distancing; when appropriate, we encourage meetings to continue to be virtual via Ring Central or Teams. Masks are strongly encouraged in Huddle Rooms and spaces where social distancing may not be possible.
- The café will be open for coffee and water
- Employees who order food delivery to the building should instruct the delivery person to meet the employee outside of the building

**All staff who identify as a high risk for COVID-19 pursuant to current public health agency guidelines or applicable law are required to comply with legal restrictions and are strongly encouraged to continue working remotely. If any high-risk employees need to enter or work from the building, NAMB will make reasonable accommodations for the employee, if requested by such employee.**

## DAILY SELF-SCREENING

NAMB strongly encourages all employees entering the building to conduct a self-screening at home prior to coming to work by taking their temperature. If an employee has any common COVID-19 symptoms, (i.e., fever, cough, or shortness of breath), then the employee must notify their supervisor and HR and stay home.

Sick employees should follow CDC recommendations. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health agencies.

Employees who are well but who have a sick family member at home with COVID-19 or COVID-19 symptoms should notify their supervisor and follow CDC recommendations.

A temperature screening kiosk will be available to staff to use if they are not feeling well. The kiosk will be located at the 1<sup>st</sup> floor lobby near the Hospitality/Security office.

## ILLNESS & ISOLATION

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at the building or who become sick during the day should immediately isolate themselves from other employees, customers or visitors and should leave the building as quickly as possible. The employee must notify the closest volunteer emergency responder. The emergency responder will assist the employee in following the pre-established isolation protocol developed by NAMB in accordance with CDC recommendations.

All surfaces of such employee's workspace will be cleaned and disinfected. Employees in contact with such ill employee during the time the employee had symptoms and 2 days prior to symptoms will be notified of the contact; provided, however, the ill employee's name will remain confidential as required by applicable law.

Per CDC recommendations, if an employee is confirmed to have COVID-19 infection, the employee must not enter the building for 14 days. If a person in the employee's household is confirmed to have COVID-19 infection, the employee must not enter the building for 14 days.

## RECEIVING INBOUND PACKAGES/SUPPLIES

Any packages, supplies, or materials delivered to the building must be delivered at the loading dock of the warehouse. Employees receiving the packages must wear PPE, including a mask and gloves. The received materials will be disinfected before being placed in their designated area in either the warehouse or mail room. Each mailroom locker will be disinfected after the package is picked up by the employee.

Doors to the mailroom will remain open to limit touch. Disinfectant supplies will be located at each mailroom machine for staff to clean before and after use of the machines.

Mail and package deliveries by USPS, UPS, FedEx and other couriers will be dropped off at the loading dock and will be sanitized per the inbound materials protocol. Delivery personnel will not be allowed to enter the building from the loading dock. If they wish to enter the building, the personnel must enter from the main entrance to be screened prior to entrance.

## OUTSIDE GUESTS

While this policy is in place, NAMB will limit visitors to the building to contractors and vendors who must be in the building to complete their work. To maintain the health and safety of all employees, NAMB will not permit friends or family members into the building during this time.

Visitors, vendors, and contractors who need to enter the building must comply with NAMB's self-screening and isolation protocols and must not enter the building if exhibiting any symptoms of COVID-19.

## EMPLOYEE TRAVEL & EVENTS

NAMB travel is suspended until further notice. This includes travel to events, seminars/conferences or meetings. All NAMB-sponsored events will move to a virtual format.

In response to CDC travel guidelines, staff who travel are no longer required to self-quarantine for 14 days after travel.

## NAMB VEHICLES

The NAMB-owned vehicles are now available for staff use. NAMB vehicles will be cleaned and disinfected between uses.

## DATA PRIVACY & INFORMATION SECURITY

As new data security and phishing scams attempt to take advantage of the COVID-19 pandemic, the North American Mission Board is committed to maintaining data privacy and information security. NAMB will continue to make enhancements to existing data security policies and procedures as needed, but NAMB staff should review and continue following data security policies and procedures provided in the Employee Handbook.

## EMPLOYEE ACKNOWLEDGMENT

I acknowledge receipt and review of this COVID-19 NAMB Health & Safety Protocol manual, which describes important information about NAMB and its affiliates. I understand that this manual is not exhaustive and that I should consult my supervisor regarding any questions I may have regarding the manual. I understand that the information and policies described in this manual are necessarily subject to change, and I acknowledge that revisions to the policies may occur. All such changes will be communicated to me, and I understand that revised information may supersede, modify, or eliminate existing policies. I have received this manual, and I understand that it is my responsibility to read and comply with the policies and guidelines contained in the manual and any revisions made to it.

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Employee Signature

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Date

## EMPLOYEE REASONABLE ACCOMMODATION REQUEST

If you or a member of your household fall into one of the categories identified by the CDC as being at high risk for serious complications from the coronavirus (e.g., persons with serious heart conditions; persons with compromised immune systems due to cancer, history of organ transplant or other medical conditions; pregnancy; persons less than 65 years of age with underlying chronic conditions; or persons over 65), then you may request a reasonable accommodation from Human Resources.

You can request your reasonable accommodation below.