

Indiana Sports Corp

COVID-19: Plan for Safeguards

Updated July 9, 2020

This Plan implements measures and institutes safeguards to ensure a safe environment for our employees, customers, clients, and others and is intended to comply with the Indiana Governor's Executive Order 20-26. This Plan has been updated as may be modified from time to time as necessary. A copy of this Plan will be provided to and signed by each employee and will be maintained within the office electronic files.

- Health Screening Process: Indiana Sports Corp staff members will need to continuously conduct self-monitoring for temperature, Flu and/or COVID-19 symptoms and will need to stay at home whenever experiencing these symptoms or when a staff member has been in contact with others who are experiencing a temperature, Flu and/or COVID-19 symptoms, or has tested positive for COVID-19. Additionally, staff members will only be allowed to return to work after 14 days of being symptom free and only when directed by a healthcare provider. Return to work documentation from the healthcare provider will be required. Staff members will also need to self-quarantine for 14 days after travelling internationally, having been on a cruise or riverboat. The COVID-19 Symptoms poster will be posted in the office and maintained in the office electronic files for staff members to access.
- Enhanced Cleaning Disinfecting and Cleaning Protocols: Day porters will provide frequent cleaning in the PNC building common area high-touch locations such as lobbies, restrooms, elevators, entrance/exit doors, escalator handrails, stairwells, and floors. PNC cleaning teams will continue to clean the Indiana Sports Corp office nightly and will disinfect the office tables, doorknobs, refrigerator handles, light switches, countertops, door handles, handrails, toilets, faucets and sinks.

ISC staff members will use disinfecting wipes to wipe down common areas and equipment after touching or use. This includes copiers, tables, phones, keyboards, remotes, monitors, door handles, supply drawers, break room appliances, mail bins, chair arms and any other common area items and equipment.

- Personal Hygiene: Hand sanitizer and disinfecting wipes will be provided throughout the office for use. The CDC Stop the Spread of Germs Poster will be posted in the office for hygiene referencing. Signage will be placed on bathroom doors as a reminder to wash hands frequently. Hand sanitizer stations/dispensers will be provided by building management in locations such as building entrances, elevator lobbies on the ground floor, loading docks, and in specific common areas unique to the property. Staff members are encouraged to make use of these stations when traveling throughout the PNC building.
- Social Distancing: Signage will be visible in the PNC Building ground level elevator lobbies strongly suggesting elevator occupants to position themselves on one of the three social distancing decals located in the elevator cabs. Additionally, individuals waiting for entry to an elevator cab will need to follow the 6-foot rule in accordance with CDC

physical distancing recommendations while waiting for elevator access. Posted signage or directives, as identified by PNC Building Management and retailers, must be observed.

ISC Full Staffing on Monday through Friday each week began on July 6, 2020. Full Staffing remains voluntary. This means that staff members may continue to work from home or on a staggered schedule if for any reason any staff member feels uncomfortable returning to the office. Staggered schedules will remain as follows. Two working groups have been established.

- Group A will occupy the office on Mondays and Wednesdays and Group B will occupy the office on Tuesdays and Thursdays. Fridays will be a work from home day for the entire staff.
 - Group A: **Monday and Wednesday** - Events Team, Community Relations, Finance and the Administrative Staff
 - Group B: **Tuesday and Thursday** - Business Development, Marketing/PR/Communications and Youth Programming

This staggered staffing will allow office access for the President on any of these days.

Meetings will be conducted virtually if any staff member participating in the meeting is out of the office. Only when all participants in the meeting are present and there is proper social distancing may meetings be held in person. The large conference room will be set up and used for small group meetings only (less than 10 attendees) and must incorporate proper social distancing. The attached smaller conference room will be used by no more than 3 staff members at a time. The Huddle room will be used by no more than 2 staff members at a time. Additionally, phone rooms will be used by one staff member at a time.

- Facial Coverings: The office will adhere to PNC and government agencies' recommendation of wearing facial masks. Masks will be provided to staff members for each workday. Staff members may bring their own mask for personal use. Masks will be required to be worn when moving throughout the office, in PNC common areas, hallways, and bathrooms. Masks can be removed when in private workstations and offices. Effective July 9, 2020, all individuals will be required, by Marion County Mayor Hogsett, to wear masks in any indoor and outdoor spaces where individuals are unable to follow social distancing guidelines (6-foot rule).
- All desk must remain in the seated position. **Disposal of facial masks will need to be done outside of the PNC facility. This includes the Indiana Sports Corp office.**
- Other Safety Measures:
 - The office front door will be used for entrance only. The office back door will be used for exiting only. Access cards will be used to enter the office.
 - Visitor access will be limited. Masks will be required, and visitors will be limited to a reserved conference room only.
 - Delivery service providers will not be allowed to enter the office. Signage will direct delivery actions.
 - Daily mail will be dropped outside of the office door or in the office mail slot.

- UPS/Fed Express deliveries will be dropped outside of the office door. The office staff will be notified of the delivery using the keypad on the wall outside of the door.
 - Deliveries of items for events and/or special promotions should continue to be shipped to the warehouse.
 - Deliveries from food service providers will be restricted to PNC ground level reception areas only. If ordering food, staff members will need to meet the food service delivery person on the ground level to receive food deliveries.
 - The breakroom will be limited to no more than 5 staff members at a time and all staff members must maintain proper social distancing.
 - Desk surfaces should remain clutter free as much as possible.
- We will also continue to comply with safety and health standards established and enforced by Indiana Occupational Safety and Health Administration (IOSHA).