

ILC COVID-19 Preparedness and Response Plan Addendum

The Interactive Learning and Conference Center (ILC) at MPHI is an enclosed public space. As such, we have developed the following plan to reduce the risk of exposure to COVID-19 for those attending meetings at the ILC.

Our goal is to serve you while providing a healthy and safe environment for everyone.

All ILC visitors are asked to work with us as we strive to protect the health and safety of our partners, visitors, and staff, including taking personal responsibility for actions to assure safety.

For more detailed information, please read the MPHI institute-wide [COVID-19 Preparedness and Response Plan](#) for the larger context within which this addendum was created.

WHAT WE ARE DOING TO KEEP OUR GUESTS AND EMPLOYEES SAFE

COVID-19 ILC WORKPLACE COORDINATOR

Dean Bolton is our designated COVID-19 ILC Workplace Coordinator. The ILC Team, in coordination with MPHI leadership, will review the latest federal, state and local guidance on an on-going basis and will incorporate those recommendations into our safety measures. For more information or to ask questions about any of our COVID-19 workplace measures, please contact the ILC at 517-324-8326 or ilc@mphi.org.

HOW WE ARE KEEPING OUR GUESTS SAFE

As an ILC guest, your meeting experience may look a little different as we continue to navigate the current situation. We thank you for your understanding.

To help maintain a clean and safe environment for you and our employees, we have implemented the following changes:

- Protective plexiglass barriers installed at front desk
- Set guest capacity limits to allow for physical distancing
- Increased cleaning and disinfecting practices, focusing on common touch points
- Implemented physical distancing requirements with visible markers
- Kitchen access restricted to use of sink only
- Closed coffee bar and all catering services
- Protective face masks and gloves provided for employees and guests who do not have them.

WHAT TO EXPECT WHEN YOU VISIT THE ILC

The only meeting room open is the Main conference room. The current maximum number of guests allowed is 10. This allows us to maintain 6' physical distancing in entering/exiting, and in seating within the room.

- Prior to the meeting, the host will receive an email entitled *Know Before You Go*, which details the changes described above, as well as registration and attendance procedures and requirements. Our expectation is that this will be shared with other attendees prior to the date of the meeting.
- Meeting host/guest will be asked to register all attendees to their meeting at the ILC before they can enter into the conference room. Registration includes:
 - Asking all guests to complete a brief health assessment form provided by the ILC
 - Collect health assessments
 - Read and record temperatures of all meeting guests with thermometer provided by the ILC
- In addition, guests are asked to comply with the following:
 - Wear a protective face covering while at the ILC
 - Follow physical distancing guidelines
 - Follow traffic flow patterns and all other ILC guidance and instruction. These are for your safety and the safety of our employees.
 - Restrict meeting attendance to no more than 10 people. Additional guests will not be allowed to attend the meeting once capacity has been met.
 - Leave the building as soon as meetings are over, so that we can clean the ILC in preparation for the next meeting.
- In order to keep all of our guests and employees safe, any guests displaying a fever, coughing, or other symptoms related to COVID-19 will be asked to leave the ILC immediately.

IN THE EVENT OF A CONFIRMED COVID-19 CASE

Upon learning that an employee or visitor has tested positive for COVID-19, MPHI will implement its procedures outlined in *Steps for an Employer to Take if an Employee Tests Positive* (posted on the [ILC website](#)), and will work with a visitor's health department/ employer to support their procedures for tracing and containment.

Thank you for your patience while we work through these additional steps to keep each other safe during COVID-19. We look forward to continuing to serve you and our communities.