Everyday Democracy is closely monitoring the fast-evolving developments of coronavirus (COVID-19). In the interest of public health, we are taking prudent steps to protect the well-being of staff, visitors to the organization, and people participating in convenings, while continuing our important work.

We have shared guidance with our staff (from which the information below is drawn), which will affect many of them and visitors to our offices, including partners, event participants, and consultants.

We wanted to share this more broadly, so individuals affected understand our approach. We recognize that other organizations may be taking different approaches based on their needs, philosophy, and risk tolerance. This is a quickly evolving situation, and we will continue to monitor the changing conditions. Our protocols or approach may change depending on the facts. While we will do our best to provide periodic updates, this page may not instantly be up-to-date. Please review updates on the CDC website for more general information regarding the situation.

**TRAVEL REQUIREMENTS**

**Business Travel**

Until the situation clarifies, we are discouraging further business travel to any location unless there is a compelling business reason for the travel. Please note that this policy shift is not an outright ban on all business travel; we are, however, encouraging the use of video or audio meetings in lieu of in-person meetings for the time being.

**Personal Travel**

If you or any member of your household visits any of the CDC-listed countries (China, Iran, Italy, Japan, and South Korea), you will be required to self-identify, work from home, and self-quarantine for 14 days after traveling to any of these countries for personal travel. We recognize this could be a personal inconvenience. In light of the health risks associated with the possible spread of the virus—and its potential impact on other staff and our communities—we believe it is a necessary and prudent decision and request your understanding with respect to this imposition.

**Personal Health while Traveling**

If you are not feeling well, you are encouraged to avoid any travel to avoid unpredictable entry/exit requirements for countries and required government quarantines.

**Everyday Democracy Hosting of Events**

Please exercise caution in proceeding with any other hosted event that has already been planned and follow the procedures described herein. Please use caution in (or better yet, refrain from) arranging to host any further meetings until the situation gets further clarified.
EXPECTATIONS OF ALL EMPLOYEES AND CONSULTANTS OR TEMP WORKERS

Care and Communication

• Stay home if you are ill or are caring for others who are ill. Please be sure you understand your responsibility and the importance of your health habits. The best way to prevent infection is to avoid being exposed to the virus.
• If you are residing with or providing medical care to someone who has gone through countries with Level 3 or 2 ratings, you must let human resources know and self-quarantine for 14 days.

Visitors to Everyday Democracy

Visitors may not enter the Everyday Democracy office or attend EvDem-hosted events offsite if they have been in a CDC-listed country within the previous 14 days.

• If you are hosting any visitor at the Everyday Democracy office, or an offsite event location, proactively communicate the above expectations. It is your responsibility to notify in advance any visitor of our expectations and current protocols.
• Visitors should be asked upon arrival about recent travel to designated countries and will be asked to leave if they disclose travel to designated countries in the previous 14 days.
• Please assure our partners that declining travel will not affect their work with us.

WORKPLACE SAFETY

Everyday Democracy’s top priority is the safety of our work environment. If we learn of a case of COVID-19 that impacts our workplace, our goal will be to closely follow public health authority guidance. That guidance may include working with public health authorities to notify those that have been in contact with the affected individual, balancing public health requirements with privacy requirements. This also may include adopting a ‘work from home’ policy.

ADDITIONAL RESOURCES

Visit the CDC’s website for FAQs, travel advisories and health department resources by state. Or, get up-to-date information on developments, research, and other guidance from the Infectious Diseases Society of America.

We thank the MacArthur Foundation for sharing this policy with us and encouraging us to adapt and share it.