

VOC COVID-19 (Coronavirus) Response Planning

	Level 1	Level 2	Level 3	Level 4
Definition	Minimal Disruption. Programs, projects, and trainings are on. VOC staff members are working remotely with a focus on transmission risk mitigation; Proactive external messaging; Staff are to take extra precautions, including self-cancelled attendance at work related events; Developing 2020 Budget implications	Partial Disruption. Programmatic impacts based on local guidelines and restrictions (e.g.: school and govt closures) may cause delayed or cancelled projects and other program offerings. Decrease in volunteer numbers, decrease in available partnerships, and all staff cancellations of external meetings and activities.	Extreme Disruption. All projects and trainings cancelled. Loss of majority of projects and associated funding impacting 2020 operating funds. Possible staff, board and/or leaders infected. Cases of self quarantine, missing staff, loss of org operations.	Org-Wide, Program-Wide Shut Down
Indicators to Monitor	Active cases in Colorado and counties where we are scheduled to host projects, including expanding rate of infection Always monitoring CDC & state level protocols and guidelines, and partner organization responses	Decreased volunteer numbers/cancelling partners, known infections among VOC community, local shutdowns. Always monitoring CDC & state level protocols and guidelines, and partner organization responses	Any sick staff, board and/or leader; significant state or local restrictions (enforced closures) Always monitoring CDC & state level protocols and guidelines, and partner organization responses	Level 3 got bad enough that we can't continue operations for a limited time Always monitoring CDC & state level protocols and guidelines, and partner organization responses
Actions by Area				
External Communication	Mass Updates to Partners, Leaders, entire VOC database email blast. Website and social media updates	Program, project and training specific updates to participants including cancellations	Mass email advising of the cancellation of all projects, trainings and programs	VOC is closed for business.
Projects & Programs	Continue with business as usual but with additional precautions for public health	Phone calls to land manages and program partners; emails to registered volunteers and trainees	Everything canceled for specific time frame (ex. through this date)	Everything canceled indefinitely.
Youth Programs	Monitor school districts	Cancellation of youth programs and projects	Cancellation of all youth events	same as above
Trainings	Collaboratively determine best course of action based on Instructors and Partners	Case by case	Cancellation of trainings through a certain date; reschedule what's possible for 2020	same as above
HR/Staffing	Business as usual	No seasonal hired	Hiring freeze	No staff are working
Bathhouse operations	Business as usual	Staff working remotely; no rentals and no events in the Bathhouse office	Staff continue to work remotely	Office is closed indefinitely