

	<p align="center">Policy Number 1-2021</p>
<p align="center">Administrative Policy STAFFING FOR IN-PERSON MEETINGS DURING THE COVID-19 PANDEMIC</p>	<p align="center">Issued: May 20, 2021</p>

I. Authority

The Military Interstate Children’s Compact Commission (MIC3) is a membership organization that relies on its staff to organize and facilitate in-person convenings of its members. As such, the safety of our employees, members and meeting attendees is paramount.

This policy is adopted to align with the Council of State Governments (CSG) policy of which MIC3 is an affiliate member organization.

II. Applicability

This policy applies to the staff of the organization

III. Introduction

To safely convene our members during the pandemic, MIC3 is implementing meeting specific protocols that take many factors into consideration. Each meeting will have meeting and location specific protocols that will be communicated to members and MIC3 staff in advance.

IV. Guidelines

Since MIC3 employees are needed to staff in-person meetings, we are implementing travel and in-person meeting safety protocols for the protection of our staff. These measures are described below:

- A. During the COVID-19 public health emergency, employees who are assigned to staff an in-person meeting will be given the option to decline the assignment. When possible, assignments will be discussed with employees at least two months prior to an in-person meeting. Employees will be expected to accept or decline the assignment at that point in time. MIC3 prohibits retaliation against any employee who, during the effective period of this policy, declines an in-person meeting assignment. If an employee declines, efforts will be made to provide appropriate in-office or remote work assignments. In the event appropriate work assignments are not available, an employee who declines an in-person meeting assignment will be approved for Paid Personal Time.

- B. Employees who accept an in-person meeting assignment will be required to demonstrate COVID-19 vaccination by complying with appropriate protocols to be established by CSG Human Resources. If an employee is not completely vaccinated, staffing of an in-person meeting will not be authorized. In this case, alternate assignments will be arranged unless the employee prefers to take that time off from work as Paid Personal Time.

- C. Employees who staff meetings are required to follow:
 - 1. MIC3 meeting and location specific protocols,
 - 2. safety protocols of public transportation carriers and meeting venues, and
 - 3. applicable U.S. Centers for Disease Control and Prevention (CDC) guidelines associated with travel and with hygiene, facial masks and social distancing.

- D. During this time of a global pandemic and the uncertainty it can bring to convenings, MIC3 appreciates the willingness of our employees to take on the task of staffing those convenings when they feel safe doing so. MIC3 strongly believes that these protocols are the best path forward to provide flexibility and safety for its staff.

- E. This policy remains in place until the end of the COVID-19 public health emergency. MIC3 will re-evaluate the necessity of the policy at that time and determine whether or not the policy duration will be extended.