Form a taskforce or ad-hoc committee focused on reopening your organization

Committee meets to create a plan based on appropriate guidelines

Committee presents plan to board to discuss, amend, vote

WAYS TO DO THIS

- Consider a committee with a board member, staff member (if you have staff), a volunteer, and a member.
- If you don’t have enough people to form another committee, consider a special board session to solely discuss this and parcel out assignments.
- Another option is to contact other similar organizations in your area and form a regional taskforce to brainstorm, discuss, and create similar plans with consistent purpose and messaging.

STEPS TO CONSIDER

- Research your region’s plans for reopening:
  - Review Governor’s framework
  - Contact your local health authority
- Review resources specific to your field. Find a list of guidelines on our website here.
- Discuss:
  - Social distancing
  - Messaging
  - Volunteer staffing
  - Site changes such as taping, Plexiglas shields, cleaning schedules
  - Limited number of entries and system used to do that
  - Point of sale system
  - Discounts
  - Liability
- Get a sense of when your community, staff, and volunteers will be ready to return.
- Outline likely scenarios based on your region.

THINGS FOR BOARD TO CONSIDER

- Determine financial impact of these plans and do a cash flow analysis for the several months.
- Consider the capacity of the organization to implement the plans.
- Adjust strategic plan as needed.
- Identify organization weaknesses/opportunities to incorporate in future improvements, such as process/procedures/governing documents, etc.
- Identify what work plans need to be adjusted as a result of these plans.
- Keep your eye on your mission!

NEXT STEPS:
Work on Communication Plan while waiting for Governor and local health authorities to give the go ahead.