



UPPER PENINSULA LAND CONSERVANCY

Policy 7I: Disaster Response and Business Continuity

Board Approved: **March 30th, 2020**

Board Revision Approved: April 14th, 2020

Board Revision Approved: May 10th, 2022

PURPOSE

The purpose of this policy is to establish an outline roles and responsibility of various staff and Board members in order to smoothly continue the business of the Conservancy without losing too much time or wasting funding.

INTRODUCTION

This policy is written in direct response to the COVID-19 pandemic of March 2020 and should therefore be updated regularly as the Conservancy continues to plan ahead and prepare for meeting the continuing needs of the community and organization if and when faced with other types of disasters in the future. This policy is based on frameworks provided by the Land Trust Alliance and discussions with other Accredited organizations. This policy was based specifically on a sample policy provided by Rich Cochran with Western Reserve Land Conservancy.

REFERENCES

Please refer to the accompanying Procedure, Procedure 7I Covid Response and Business Continuity, for guidelines regarding execution of this policy.

POLICY

Summary:

It is the policy of the Upper Peninsula Land Conservancy to outline the methods for a swift change in operations in response to an unpreventable disaster. If an emergency is declared by the United States Government, the State of Michigan, the County of Marquette, or the City of Marquette due to an epidemic or other disaster, this policy shall apply.



UPPER PENINSULA LAND CONSERVANCY

In the Event of a Change in Operation Related to Communicable Disease:

1. Any staff or board member who has traveled to a location with known cases of the disease, or who is exhibiting even minor symptoms of the disease, must inform their supervisor immediately of potential exposure before entering the UPLC office.
 - a. That staff member should work remotely if possible for the incubation period and only return to the office space when they have passed the incubation period symptom-free, or, one week after being symptom free.
 - i. Office supplies needed in order to work from home will be dropped off at the employee's home, the employee should not visit the office.
 - ii. If it is not possible for the staff member to work remotely, the employee must take either a leave of absence or use annual leave.
 - b. If a staff or Board member has already visited the office before learning of the potential exposure, they must immediately inform their supervisor or the Executive Director and immediately leave/not return to the office until the above conditions are met.
 - i. All staff will be moved to the "essential" staffing plan, and will immediately be moved to remote work if possible.
 1. Potentially exposed individuals will monitor themselves closely for symptoms and report any signs of the disease to their supervisor immediately.
 2. The supervisor will communicate clearly with other potentially exposed individuals while respecting the privacy of the individual exhibiting symptoms
 - ii. The office will be heavily cleaned and sanitized and no personnel shall enter the office for four days.
2. If the office is forced to close due to governmental order, the organization will shift to the "essential" staffing plan:
 - i. All in-person meetings will be postponed, canceled, or moved to phone or virtual meetings.
 - ii. Only one designated staff member will visit the office every two to three days to perform essential functions such as paying bills, collecting and depositing checks.
 1. Staff who are unable to scan or print at home and need to do so must inform the designated staff member at least 24 hours in



UPPER PENINSULA LAND CONSERVANCY

advance of their need to print/scan/etc. so that the designated individual can perform these functions for them.

2. All bills that can be paid online should be paid online instead of via check in the mail.
3. The office phone will be forwarded to a staff member's cell or home phone.
4. All staff who are able will work remotely as much as possible until the order lifts.
 - a. Staff may bring home office supplies necessary to accomplish regular tasks without entering the office, including computers and the office copies of documents and materials.
 - b. All efforts will be made to ensure the success of an employee's ability to work from home, however, if an employee is not able to work from home, they must either take a leave of absence or use annual leave until the order lifts or an acceptable way of working from home is found.
 - c. A work-from-home allowance of up to \$50 per employee per month will be granted to help cover costs associated with working from home for the duration of the executive order.
 - d. Employees must use Conservancy bank cards for purchases of home-office supplies whenever possible and should seek tax exemption before making purchases
 - e. Proposed expenditures must be approved by the direct supervisor and can be used to cover work from home necessities such as the internet, increases in cellular data use due to working from home, etc.

3. Timekeeping

- a. During the government-mandated office closure, employees are expected to fulfill their regular duties and tasks, however, the Conservancy understands that in order to be successful during this time, flexibility and compassion are necessary.
 - i. During the disaster and office closure, extra flexibility will be given to employees to use annual leave.



UPPER PENINSULA LAND CONSERVANCY

1. Employees will not need to receive permission 3 days in advance of use of annual leave unless they expect to be away from work for more than 24 hours.
 2. Employees can use annual leave to fill in gaps in their work week where they were unable to work due to the disaster response.
 - ii. Flexible scheduling
 1. The Conservancy's already-lenient scheduling will become even more so in order to accommodate changes in schedule demands when working from home
 - a. Employees must clearly communicate when they plan to be available to their peers and supervisor
 - b. If employees are not able to demonstrate that they are able to thoroughly accomplish tasks with this flexibility, a set schedule will be determined with the supervisor
 2. Employees are expected to be able to account for at least 80% of their hours charged.
 - a. Employees are encouraged to use a time and project-tracking method for accurate time keeping
 - b. Supervisors will review time and project logs more frequently to ensure task completion and work directly with the employee to determine improvement plans when needed.
 - iii. If an employee is confirmed to have the disease, or, the employee is a presumptive positive case with the inability to be tested:
 1. The employee must notify their supervisor immediately.
 2. If disaster relief grants are available for nonprofits to pay for infected employee's sick time without needing to use up accumulated sick leave, the Conservancy will immediately apply for these funds.
 - a. If disaster relief funds are not granted, the employee will be given one week of additional sick pay and will need to use accumulated sick pay beyond that.
4. Business Continuity
- a. Essential Functions
 - i. Depending on the current governmental mandates and best practices to control the spread of the disease, the following functions must continue:
 1. Paying Bills



UPPER PENINSULA LAND CONSERVANCY

2. Checking and responding to physical mail
 3. Depositing checks
 4. Sending tax receipts for donations
 5. Physically signing contracts and government-required reporting
 6. Scanning and filing original documents in the fire safe if they cannot be contained in a safe place in an employees home
 7. Outreach and public communications to the extent possible
 8. Checking and responding to voice mails
 9. Basic maintenance and stewardship of trails
 - a. As long as outdoor recreation is allowed under the mandate, it is necessary to monitor easily accessible trails
 - i. Stewardship staff must ensure visitors have a safe, well marked trail to visit to prevent visitors having accidents and creating a burden on the emergency response system
 - ii. Stewardship staff need to monitor visitors to ensure compliance with physical distancing requirements.
 1. If Conservancy trails become a hazard to public health due to crowding or congregation, they will be closed.
 - b. Stewardship staff must take every precaution to avoid accidents which may put a strain on the hospital system.
 - i. Hand-tool work only (no chainsaws, etc)
 - ii. If a project is determined too dangerous to safely accomplish alone without equipment, flagging and signage to alert preserve visitors to the project/hazard must be installed and/or the trail closed.
 - iii. Stewardship staff must install temporary signage informing visitors of maintenance concerns, health and safety precautions, etc.
5. Temporary Changes in Internal Controls
- a. Depositing checks



UPPER PENINSULA LAND CONSERVANCY

- i. The designated employee will utilize a mobile deposit app for any check received while they are in the office. They will scan all checks received and email the file to the Office Administrator for entry into quickbooks. The fundraising staff will enter the funds into salesforce and ensure proper followup.
 1. Tax receipts that must be physically mailed will be coordinated with the designated office employee.
 - a. If possible, tax receipts should be emailed instead.
- b. Paying Bills
 - i. All bills that can be paid with a conservancy card over the phone or online should be done this way to avoid physical mail and written checks.
 - ii. The designated employee will scan all received bills during their visit to the office and email the files to the Admin Manager.
 1. If a physical check is required, the designated employee shall both write and sign/send the check.
 - a. The date and check number used to pay the bill will be written on a copy of the bill and sent to the Admin Manager for entry into quickbooks.
- c. Transferring funds
 - i. The Executive Director and Treasurer will determine whether funds need to be transferred in and out of investment accounts.
 1. The Treasurer will attempt to transfer funds without physically entering either office
 2. The Treasurer will confirm with the investment company that the designated employee is authorized to move or transfer funds
 3. The designated employee will make the in-person transfer and confirm with the Treasurer.
 - a. The Administrative Manager will confirm the deposit and enter the transfer into QuickBooks when complete.



REVISIONS

This policy should be reviewed by the Executive Committee on an annual basis. Any amendments must be approved by vote of the Board of Directors and will require a simple majority to be changed.

This policy may be amended or repealed, and new related policies may be adopted, from time to time by the Board of Directors of the Upper Peninsula Land Conservancy (the Board/The Conservancy), except that no change in the policies will affect obligations accepted by the Conservancy for funds or properties donated prior to the change, unless such change is approved in writing by the donor or donors of such properties, interests, or funds.

The Board may make reasonable exceptions to the policy in particular cases by Board vote with simple majority, and will document the reasons accordingly in the minutes of the meeting where the decision was made and copies will be placed within the appropriate files in accordance with Recordkeeping policies.