



MINNESOTA COUNCIL
ON FOUNDATIONS

MCF Continuity of Operations Plan (COOP) 2020—*a working document*

This COOP Plan will be activated when we believe it is essential to prioritize the health and well-being of MCF staff and members. Coronavirus triggering events could include, but are not limited to: an infected or exposed staff member; an infected or exposed visitor to the MCF office, or an MCF event; landlord-directed building quarantine; community-directed quarantine. Depending on specific circumstances, individual staff members may be asked to work from home in an effort to protect others. This plan is developed with the intention to prioritize staff and stakeholder health and well-being. MCF recognizes that this COOP Plan may have financial implications for the organization through possible reduced revenue from event registrations or increased costs due to remote working needs. These financial implications will be overseen by the President and Board Chair.

Activation and Preparation:

The management team will decide when the office will be closed. Staff will be alerted through an all staff email sent by the President, and a direct text from their supervisor. All supervisors should update their cell phone contacts to include anyone they supervise.

Every Friday all staff will bring home laptops, cords and anything else they might need for extended remote work in case the COOP Plan is activated on a weekend.

Each supervisor will check in with those they supervise to make sure they are equipped for successful remote work, including high speed internet, cell service, headphones, etc.

MCF Programming, Meetings and Communications:

MCF will continue most programming/meetings through virtual methods. We will cancel events that are more than 2 hours in duration (there may be exceptions to this) or where there is a significant and necessary interaction component to the event.

Remote meetings will take place through Go-To Meeting if there are slides or a presentation to show, or through Free Conference Call. Every staff member who may have remote meetings with members should sign up for a Free Conference Call account. All internal meetings will be by phone to ensure that we don't take up the Go-To Meeting line that might be needed for member meetings and events.

In the case of an office closure, the communications staff will update members through the website and social media, and if timely, through the weekly e-news. Individual staff will alert those who have registered for programs directly through email.

This COOP Plan is a working document which will change with the circumstances if necessary. This plan addresses the specific program and operational needs of the Minnesota Council on Foundations and does not represent advice or direction for any other foundation or organization.

If staff members have individual meetings scheduled with members or other community partners, they should be rescheduled or hosted virtually, as possible.

Finance and Operations Functions:

Payroll will be reviewed, authorized and completed electronically.

Mail will be temporarily routed to the home address of the President.

The Finance and Administration Manager and the President will assess the need to pay specific bills as they arrive. Those that can wait will be held. Others will be paid electronically if possible (by credit card or electronic transfer) or by check—the President will keep some blank checks to use only when necessary. Those requiring a second signature will be held, or paid through a method other than check.

MCF Staff Contacts:

Staff should set up their office phones to roll over to their cell phones. The main line voicemail message will say that we are closed and ask people to contact individual staff members directly.

Stakeholder Communication:

We will touch base with our technology provider and our landlord to make them aware of our plan.

The President will be in contact with the MCF Board Chair.

Remote Work Expectations:

Staff will be expected to work at home, 7.5 hours per day, during regular office hours, unless they opt to use PTO. Staff will not be asked to leave their home for MCF business.

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