

## XXXIV EPIDEMIC/PANDEMIC POLICY

### Preface

This Epidemic/Pandemic Policy establishes company-wide guidance regarding protection of AURA employees, contract workers, and visitors during a public health emergency precipitated by an epidemic/pandemic or similar event. This Policy is augmented by the following existing AURA policies:

- (i) the AURA Safety & Health Policy which states that working conditions shall be made as safe and healthful as possible and that it is the policy of AURA: (i) to plan and conduct its activities and operations so as to protect the safety of its employees, visitors, and the public; and (ii) to meet or exceed all Federal, State, and other applicable requirements with regard to safety;
- (ii) the AURA Communicable Diseases and Life-threatening Illness Policy which establishes AURA's commitment to provide a safe and healthy work environment and tasks the Human Resources manager with taking appropriate action to protect the health of others; and
- (iii) the AURA Employment & Reassignment Policy which permits AURA to establish flexible work arrangements for its employees, where appropriate.

### Actions

AURA will take steps as it deems necessary for the health and safety of its employees, contractors, and visitors, taking into account guidance or directives from:

- The U.S. Centers for Disease Control and Prevention and the Chilean Ministry of Health for AURA's activities in the United States and Chile respectively.
- Federal, regional, state, and local governments
- NASA and the NSF for AURA's space based and ground based telescope activities respectively.
- Other appropriate and reputable sources of information for decision-making

Such steps may include, but are not limited to:

Isolation of AURA facilities through

- limiting or prohibiting visitors to AURA facilities
- limiting or prohibiting travel to and from AURA facilities, including cancellation of previous made travel plans, meetings, or other events at AURA facilities.

Establishing social distancing and quarantine protocols, including as deemed necessary

- requiring remote working or otherwise limiting staff access to AURA facilities
- in circumstances wherein the nature of an employee's work does not allow remote working, establishing paid administrative leave as funding sources permit and allow
- requiring staff to self-quarantine at home if deemed a health risk to other employees
- temporarily closing AURA facilities
- limiting or prohibiting AURA tenant access to AURA property or AURA managed property.

- Other steps as may be permitted by law in epidemic/pandemic scenarios, including but not limited to completion of questionnaires regarding recent travel activities, and utilization of medical procedures such as taking temperatures of employees, contractors, and visitors.

Center Directors, with the consent of the AURA President, may establish additional protocols or utilize the above protocols at different times, based on the circumstances affecting their individual Centers and locations.

### **Continuing/Ceasing Operations/Construction activities**

To the extent 1) government guidance or direction allows, and 2) the safety and health of employees, contractors, and visitors is not unduly put at risk, AURA may continue its operation and construction activities during epidemic/pandemic circumstances.

When government direction/guidance or AURA's own assessment of risk to safety and health dictate either partial or complete shutdown of facilities/activities, AURA will take actions as practicable under the circumstances to protect those facilities. To the extent feasible, AURA will make efforts to continue activities from different working environments (e.g. staff remote working from home) in support of its funding agencies requirements or expectations. Costs to enable such continued effort are presumed to be allowable under the associated funding agreements. Staff who, by the nature of their assigned responsibilities, are unable to work due to partial or complete shutdown of facilities in the epidemic/pandemic health emergency shall continue to receive full pay/salary and benefits to the extent allowed by government regulations or guidance and the availability of associated funding.

**Policy Title and Number: B-XXXIV Epidemic and Pandemic Policy**

**Name of Policy Owner:** AURA Corporate Office and Human Resources

**Policy History:** None. This is a new policy. This policy is augmented by the following AURA Policies: Safety and Health, Communicable Diseases and Life Threatening Illness and Employment and Reassignment.

**Policy Approved By:** AURA Regulatory Compliance and Policy Committee on April 20, 2020 and the AURA Board of Directors on April 30, 2020.

**Date Policy Approved:** April 30, 2020

**Effective Date of Policy:** April 30, 2020

**Description of Revisions:** None. Policy is new.

**Version # of Policy:** 1.0

**Next Scheduled Review Date:** April 30, 2025