



# Navigators Headquarters Physical Building Presence Policy

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**As of March 24, 2020 (*This is a live document that is subject to change.*)**

This document supersedes previous headquarters presence policy guidance.

Thank you for your faithful work in serving the Lord at The Navigators. In order to care for the health of our staff, The Navigators is updating our policy on staff being physically present in the USHQ and IO buildings during this pandemic.

To comply with coronavirus containment guidance issued by government authorities and in keeping with best business practices by like-minded ministry organizations, the following policy is provided. Navigator business functions will continue as usual, just in different locations.

To bring clarity in the midst of the confusion during this pandemic, this policy upholds our responsibility to our community and colleagues, and ensures the organization complies with mandates and expectations in this regulatory environment provided by local and state jurisdictions [covid19.colorado.gov](https://covid19.colorado.gov/) (<https://covid19.colorado.gov/>). This policy focuses on how we properly manage personnel being on campus and what responsibilities require staff to physically complete tasks at the U.S. Headquarters

and/or the International Office (3820 North 30<sup>th</sup> Street, Colorado Springs, Colorado, 80904), hereafter known as “The Building.” The information below provides a physical presence policy for essential business functions in The Building.

**Effective immediately and until further notice, supervisor approval is required for any Navigator personnel to be on-site and/or physically present in The Building.**

Departmental supervisors shall perform the following analysis:

1. What services are critical and need to be maintained for The Navigators to carry out its Calling?
  1. Concerning functions that must be performed on-site, determine the specific tasks and frequency that need to be completed on-site in The Building (e.g. a function done three times weekly may go down to twice or once weekly)
  2. Develop a schedule and assign tasks to specific individuals
  3. Communicate to individuals that they are expected to perform only the tasks they have been authorized to complete while physically in The Building, in order to minimize their time on-site
2. What services and functions are value-added, but not critical for The Navigators to carry out its-calling?
  1. Services that are not critical but must be performed on-site in The Building, shall be evaluated and potentially suspended. Other means of completing these services off-site may be considered and implemented.
  2. Services that can be performed remotely are to be assigned to specific staff. Supervisors shall clearly communicate to the assigned staff the need to perform these tasks remotely, providing the appropriate documentation.
  3. Consider how often certain services need to be performed and articulate any changes in scheduled tasks to your staff
3. Communicate, communicate, communicate:
  1. Provide clear communication for those who have approval to be in The Building including the tasks and approximate time to complete
  2. Provide clear communication for those who do not have approval. They are not allowed in the building until further notice.
  3. Teams should be communicating at least weekly. In each communication time, consider these elements:

1. Human interaction will be important for our spirits and to alleviate natural angst created with uncertainty
  2. Status and updates (on the team and performance as well as environment and current crisis status)
  3. Space for staff to share problems and concerns
  4. Social connection (be creative: ice breaker questions, play games, appropriate humor, etc.)
  5. Encourage staff to take advantage of margin (Abiding, time alone with God, development, catch up on email/administrative tasks, projects, . . .). Let's invest in activities that contribute to our Calling.
4. As you supervise your personnel, ensure they are well informed and always up to date on current status.
  5. Ensure everyone on your team has a way to properly communicate and provide feedback.

We understand and appreciate that this unusual policy is not ideal or convenient; however, your cooperation during these days will encourage us all to be safe in consideration of the current circumstances. Again, if there are questions, please contact the Coronavirus Working Group at [cwg@navigator.org](mailto:cwg@navigator.org) (<mailto:cwg@navigator.org>).

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