



Indiana Recycling Coalition's Response to COVID-19 Pandemic  
Created May 4, 2020; revised September 24, 2020

As the COVID-19 pandemic continues to affect the state of Indiana, the Indiana Recycling Coalition (IRC) remains committed to safety as our top priority. Staff are asked to continue monitoring their health for COVID symptoms and required to avoid contact with others if any symptoms are present. Should an IRC staff member test positive for COVID-19, they are asked to follow the protocols set forth by the state of Indiana and the Marion County Health Department for contact tracing and quarantine procedures.

The IRC will continue to operate in safe, socially-distant ways including working remotely, limiting in-person activities, and avoiding overnight travel for at least the remainder of 2020. Use of masks is strongly encouraged and required if indoors or if the ability to maintain social distance outdoors becomes compromised.

The IRC is not occupying our office space at 708 E. Michigan Street. We are periodically stopping in to collect our mail. Our land line phone indicates that we are not available at that number and directs callers to reach us via email or our website. Executive Director Allyson Mitchell can be reached on her cell phone during business hours and should be used as the main business phone number until further notice.

Internal staff, committee, and board meetings will continue to be primarily conducted remotely, utilizing Zoom and other video conferencing technologies. Limited in-person meetings will only occur when social distancing can be maintained in environments with less than 10 people present, outdoors, and/or for short periods of time (less than 2 hours). All parties are required to wear masks.

External meetings between IRC staff and partners, members, donors, and sponsors will also continue to be primarily conducted remotely. Limited in-person meetings will only occur under the same circumstances as noted above for internal meetings.

Travel that requires air travel or overnight accommodations is suspended until further notice. Limited travel within the state of Indiana is permitted if individuals travel in separate vehicles, maintain social distancing upon arrival at destination and wear masks, and/or remain outdoors at destination.

We will continue to adhere to these procedures until the COVID-19 pandemic is no longer a threat to public health and safety either by the distribution of an effective vaccination program, the termination of restrictions on social gathering by public health officials, or by a combination of the two that is satisfactory to IRC staff members.

Our top priority is to protect the health and safety of IRC staff, board, members, partners, and our community as a whole. Be safe and stay healthy!

