



## GENERAL GUIDELINES – OFFICE WORK PLAN

The safety and well-being of staff is the most important priority. These guidelines were developed to ensure a safe reopening.

Should you or an immediate family member have a unique health situation that prevents you from returning to work, you should discuss alternative work arrangements with the CEO.

### Policies and Procedures

Prior to coming to work, employees are required to self-certify to the CEO that they:

Do not have symptoms of COVID-19.

- Fever of 100.3 or higher
- Cough
- Shortness of breath

Or at least two of the following:

- Fever
- Chills
- Repeated Shaking with Chills
- Muscle Pain
- Headache
- Sore Throat
- Loss of Taste or Smell
- Have not had "**close contact**" with an individual diagnosed with COVID-19.
- "**Close contact**" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 10-30 minutes, or coming indirect contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**If the answer to any of the above is YES, the individual shall continue to work from home and (if necessary) seek medical attention.**

If you are experiencing symptoms consistent with COVID-19, or you have had close contact to someone diagnosed with COVID 19, you should notify your health care provider immediately. IF you test positive for COVID-19, you must notify the Supervisor/CEO immediately.

### **Working from Home**

- Schedules will be created and adhered to as to control the occupancy of the office
- Those with private offices can return, but are encouraged to consider working from home as they see fit to limit the headcount in the office
- Remote work will still be allowed and scheduled
- Virtual meetings will still be encouraged

### **Conference Rooms**

- In person meetings are discouraged, but if small group in person meetings are a necessity the following protocols will be followed.
- Masks or appropriate face coverings are encouraged to be worn
- Conference rooms shall be outfitted with Lysol wipes and hand sanitizer.
- All conference rooms shall be posted with the number of allowable persons in the room at one time.
- Chairs shall be removed to reflect the allowable number.
- Cleaning procedures sign posted and initialed at the end of the meeting.
- Beverages and snacks will not be provided in meeting rooms. Any beverage brought in shall be disposed of when you are done
- Socializing before and after meetings is discouraged
- Cleaning supplies will be placed around meeting room and all attendees should clean their meeting space (table, chair, microphone) when meeting is adjourned
- Whomever scheduled the conference room will be responsible for cleaning

### **Kitchen**

- There should be no congregating in or around the kitchen.
- Wipes will be supplied in the pantries for use in wiping down anything touched while in the fridge, using the sink or making coffee.
- For the time being no “group food “ ( ie donuts , muffins , lunches ) should be brought in

### **Bathrooms**

- Wipes will be supplied in the bathrooms to wipe down flush handles, faucet handles, and door handles after washing hands for the safety of the next user.

### **Use of Masks/Face Coverings:**

In the event you are unable to maintain the proper social distance of 6', all parties involved shall be required to wear a face mask.

- Disposable face masks are available at the front desk.

- Masks will be made available to all employees.
- If employees choose to wear masks at all times within the office, we fully support that decision and will make masks available. For employees who choose to make their own face covering, we suggest following the CDC guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## **Temperature Taking**

Currently we will only require employees to self-certify using the **Daily Wellness Check**. In the event we choose or are required to take the temperatures of employees and visitors to the office, a temperature screening station shall be established for this to be done.

Points of access to the office shall be limited to the main entrance where the temperature checks will take place.

**Option 1** – Employees shall be asked to report to a designated area (such as a conference room). Employees shall be spaced out to ensure proper social distancing of 6'. Each employee will be called one at a time to the designated screening location. Testing shall take place in a secure, private location away from other workers. Readings shall not be recorded. Employees with a temperature of 100.3 or above shall not be allowed to work and will be sent home.

We task a specific employee with the task of temperature screening employees and visitors. Whomever this is tasked too shall be trained on how to use the No-Touch Thermometer in accordance with the instruction manual and the Site Temperature Check document.

**Option 2** – We install a fixed mount thermal camera for detecting elevated skin temperatures upon entrance to the office. This would still require someone to oversee the process but would be installed to allow employees to walk through a portal and be screened. These cameras typically are less accurate than a handheld infrared so a verification process of an elevated temp would need to be established. We would determine an acceptable range for entry, a second range that would require a subsequent infrared test and a range that would not be permissible to enter the office.

## **OFFICE LAYOUT**

**Arrows shall be placed on the floors in the hallways to establish traffic patterns to ensure we maintain social distancing.**

**Option 1** – It is recommended to reduce the number of employees by a certain percent each day that will allow for social distancing. In order to do so each division will assign their employees an A shift or B shift. On your off shift you will continue to work from home. In order to properly socially distance our workforce, we need to control the numbers.

This would not apply to Executives, SVP's, Business Unit Leaders and Directors. This is an interim measure to be utilized until the federal and local social distancing guidelines have been lifted. Each division will have to provide a list of who will work on what days. Employees who are stationed back to back would alternate days in order not to impede on each other's space. Shared common space like payroll and IT will be limited to only 2 people on any given day.

**Option 2** – We review the office lay out and move people around accordingly to ensure we can maintain proper distancing guidelines. With this option we don't necessarily reduce the numbers in the office. In this option we utilize some of the smaller conference rooms and phone rooms as permanent office space. By utilizing these areas, we can keep the employees more spaced out than they already are.

**Option 3** – Option 3 would be a combination of both Options above.

Success of any of the options will be dependent on employees following the rules and supervisors enforcing the rules. In time this would be the norm and would become common place.

**OFFICE STARTUP - Checklist**

with the latest federal and state guidelines.

Required Activities and Materials	YES	NO	N/A	Responsibility
COVID 19 Procedure Policy posted				
Designated COVID-19 Manager on location				
Designated person (laborer) established to constantly clean surfaces in accordance with CDC Guidelines				
Workplace Social Distancing signage and CDC signage posted at lobby entrance and kitchen.				
Handwashing Instructions Poster displayed at all sinks				
All conference rooms/phone rooms posted with use and cleaning protocols				
Worker Daily Health Checklist filled out and collected				
Visitor Policy posted and distributed. Visitors to the office are required to certify their wellness. Doors to the office shall stay locked at all times.				
Thermometer (no-touch) on site				
Latex disposable gloves available				
Safety glasses for all employees on site				
Sinks available for hand washing				
Hand Sanitizing Station(s) on site (placed throughout the office)				
Hand Sanitizing Station(s) supplies on site				
Trash barrels located at all wash stations				
Common area furniture removed/spaced out to allow for Social Distancing				
Every workstation equipped with Lysol and Purell				

Cleaning and decontamination procedures posted				
Cleaning supplies on Site (PPE, trash bags, paper towels, rubber gloves, wipes, sprays, etc.)				
No more than 10 people allowed to gather in any one location				
Cleaning Services needed/scheduled				
Ability to Segregate workers to <10 per Space/Floor/Room/Area/Work Zone (Managers responsible for coordinating work force)				
Break/Lunch Times and Areas Coordinated in order to social distance properly (schedule developed and communicated to departments)				
Delivery Protocols Established to ensure proper social distancing (all deliveries left at the front door)				
Conduct all meetings via conference calls, if possible. Ensure everyone (who needs to be) is set up with GOTO meeting capabilities or equivalent.				
Call scheduled by each department reviewing these protocols				

This form has been completed by;

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Interoffice Communication**

We encourage you to use your Microsoft Teams site rather than walk around to others offices

- Social distancing of 6 feet or more is required. Employees should avoid entering other staff members' offices/spaces. No more than one staff member is permitted in the kitchen or the copy room at the same time
- All employees are required to wear masks when not in their personal office space.
- Visitor Policy posted and distributed. Visitors to the office are required to certify their wellness to track

**Signage**

- Social distancing signage to be placed at the front entrance

**Deliveries**

Office deliveries will have a dedicated drop area. We will not sign for deliveries or have contact within 6' of delivery worker. ***They can be left in the reception area***

## Cleaning/Hygiene

- Routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment is required. If you use a common piece of equipment such as the postage meter, common area phones, door or cabinet handles, copier and all kitchen surfaces and equipment (sink, refrigerator, etc.), **you are responsible** for immediately wiping it down with disinfectant after each use\*
- After entering the office, and after returning from the building's public restrooms, employees are to immediately wash or disinfect their hands
- Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE)
- All employees are to wipe down their personal office surfaces when leaving each day
- Employees are strongly encouraged to implement good hygiene habits including covering coughs or sneezes and frequent and thorough hand washing with soap and water. If soap and running water are not immediately available, alcohol-based wipes will be available for use in the common work area
- The office will remain closed to visitors unless specifically arranged and approved by the CEO in advance. After contact with any delivered packages, employees are to immediately wipe down the delivered item and thoroughly wash hands
- Staff must refrain from using other workers' phones, desks, offices, or other work tools and equipment
- All access and common area doors will be propped open to avoid contact
- Last person to leave the office is to wipe down any light switch touched and all main door handles