

# OFFICE PLAN FOR COVID-19

## Basic Infection Prevention Measures

Employees are instructed to stay at home if they are sick or have any symptoms.

Employees are instructed to notify Human Resources if COVID-19 positive or if exposed to someone diagnosed as COVID-19 positive.

Telecommuting was put in place during the state mandated "Stay at Home" orders except for essential employees performing critical duties who came into the office as needed. As state mandates relax, a phased in approach to bringing employees back into the workplace has been implemented. Temporary relocation of employees to available workstations and meeting rooms, alternating workweeks, continued telework or any combination thereof are considerations as Centers for Disease Control (CDC), state &/or local health authorities continue to recommend social distancing.

Other social distancing measures in the office will include limiting seating to 6 feet apart in common areas such as lunchroom and conference rooms.

The company promotes frequent and thorough hand washing by providing employees, customers, and worksite visitors with a place to wash their hands.

NO visitors allowed unless approved by Senior Management..

If soap and running water are not immediately available, gloves and hand sanitizer have been provided.

Employees should not use other employees' phones, desks, offices, or other work tools and equipment, when possible.

Employees should implement and maintain regular housekeeping practices, including routine cleaning and disinfecting of desk, phone, keyboards, copiers, printers, kitchen amenities and other elements of the work environment. Building Management will continue regular cleaning service of the office space after hours.

## Procedures for Prompt Identification and Isolation of Sick People

In accordance with Centers for Disease Control (CDC) Guidance, prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, customers, visitors, and others at a worksite.

Employees should self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee should report to their supervisor that they are sick or experiencing symptoms of COVID-19. The employee should NOT come into the office and should seek immediate medical attention for prompt testing.

An employee that shows signs of COVID-19 will be isolated until the potential sick employee can safely leave the worksite.

### **Building Management -**

- Run a disinfectant fogger - date TBD.
- Run the Air Conditioning units overnight – date TBD.
- Clean the entire building – date TBD.
- Upgrade filters for the ventilation system to a Hospital grade filtration system; change filters every 2 months or more often if needed.
- Clean and sanitize frequently touched surfaces in common areas such as restrooms, lobbies, elevators, etc.
- Remind all tenants and guests to wear face masks/coverings while in the building.
- Implement social distancing guidelines in elevators. Mark stairways, entrances and exits as “one way only” to promote social distancing. Remind tenants/guests of social distancing requirements in the restrooms.
- Provide hand sanitizer dispensers in the building entrances and elevators on each floor.
- Establish a plan to address ongoing cleanliness of restrooms.

### **Inner Office**

- Advise employees to stay at home when sick or starting to exhibit symptoms. Send employee home if already in the workplace.
- Require employees to advise Human Resources if they currently have COVID-19. If diagnosed, employee is not permitted to return to work without Doctor’s clearance and must be symptom-free for 14 days. Refer to CDC for updated guidelines.
- Require employee who has been exposed to COVID-19 to stay home and immediately contact Human Resources so necessary notifications can be made and quarantine protocols can commence per CDC guidelines.
- Implement a no visitors policy during Stage 1. Deliveries/Pickups must occur outside of lobby doors.
- Replace face-to-face meetings with virtual communications when possible.
- Plan Phase 1 reopening by temporarily relocating employees to alternate workstations, conference rooms or offices. Establish staffing levels to minimize the total number of employees performing critical tasks in the office at a given time, allowing them to maintain distance from one another. Continuation of telework arrangement in conjunction with above.
- Discontinue nonessential business travel. Essential travel must be approved by Senior Management and CDC travel warning levels must be checked at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).
- Post information on protective behaviors to reduce the spread of COVID-19.

### **Employee Responsibilities**

- Promote a safe and sanitary environment by using Company provided disposable face masks, gloves, hand sanitizers and cleaning products such as hand soap and disinfectant sprays/paper towels.
- Employees must wear face masks or face coverings to enter the building.
- Employees are always required to wear face masks/coverings in the office, except when at their desks. Disposable masks may be used up to 5 times with proper storing between uses. Face masks should not be re-used if soiled, ripped or damaged.
- Wipe down commonly used equipment such as copiers, printers, kitchen amenities etc. before AND after use. Advise employees to wear gloves or use paper towels or napkins when opening doors or cabinets.
- Refrain from using items on other employees’ desks such as phones, pens, staplers, etc.
- Encourage employees to clean their work surfaces, phones, keyboards, desks, etc. on a regular basis.