Office Reopening

The following provides an outline of suggested steps to take in order to safely reopen an office workplace after it has been closed due to the COVID-19 pandemic.

Six Essential Steps for Reopening

1. Prepare the Workplace
   - Identify locations where workers commonly gather in large numbers and/or in close proximity.
   - Identify potential high-touch surfaces, zones, or areas.
   - Cleaning plans
   - Pre-return inspections and maintenance HVAC and mechanical checks

2. Prepare the Workforce
   - Mitigating anxiety
   - Policies for deciding who returns, how and when
   - Employee communications

3. Control Access
   - Creating protocols for health and safety checks
   - Building reception/Workplace entries
   - Shipping and receiving
   - Elevators
   - Visitor policies
SAFER
Safe Actions For Employee Returns

4. Create a Physical Distancing Plan
   Decreasing density
   Schedule/shift management
   Office traffic patterns

5. Reduce Touchpoints and Increase Cleaning
   Opening doors
   Clean desk policy
   Food/vending plan
   Cleaning common areas

6. Communicate for Confidence
   Recognizing the fear in returning
   Communicating transparently
   Listening and surveying regularly

How to Prepare the Workplace

Entrances/Entry Gates
   Reduce the number of entrances (while maintaining code compliance) and introduce pre-entry screening protocols
   Install floor markings for safe distancing in waiting areas

Reception
   Disable/decommission/remove registration kiosks/touchscreens
   Use non- or reduced contact means to identify workers and visitors
   Distribute PPE to building guests in a contactless manner

Signage
   Install signage at relevant locations in the entry and exit sequences
   Explain building access rules and other protocols, such as how occupants use and move in the building

PPE and Cleaning
   Provide receptacles for discarded PPE
   Review existing cleaning guidelines and adjust as needed for paths of travel/touch areas
Preparing Common Areas

Signage
Add floor markings to direct foot traffic
Install signpost(s) in queuing areas to facilitate safe social distancing

Casual Gathering Spaces
Rearrange or remove furniture to promote physical distancing
Exchange fabric upholstered furniture for materials more easily cleaned (or cover fabric furniture with a surface more easily cleaned)

Food Service Amenities
Consider instructing employees and visitors to think ahead and bring their own food that does not require refrigeration.
Offer pre-packaged foods only
Reduce self-service access to foods
Consider use of single-use, disposable materials where appropriate

Fitness Facilities
Temporarily close fitness facilities, or
Rearrange equipment and require use of facial coverings and ensure necessary cleaning protocols are in place

Phased Reopening Plan

Phased Approach to Balance Distance & Density

Phase 1
TIMING: 2 Weeks
10% Allowed to Return

- Only employees that absolutely need to return to Headquarters will do so.
- Temperature checks will be done in lobby
- RESTRICTIONS: MANY
  - Food court closed
  - Conference rooms closed
  - No outside visitors or contractors allowed in building.

Phase 2
TIMING: 2 Weeks
50% Allowed to Return

- Teams will gradually return during different periods of time.
- Temperature checks will be done in lobby
- RESTRICTIONS: MANY
  - Food court closed
  - Conference rooms closed
  - No outside visitors or contractors allowed in building.

Phase 3
TIMING: 2 Weeks
75% Allowed to Return

- Most employees will return to Headquarters
- Temperature checks will be done in lobby
- Only necessary contractors allowed.
- RESTRICTIONS: MANY
  - Food court open for take-out (no self-service stations and no inside seating.)
  - Conference rooms closed

Phase 4
All Employees to Return

- All employees who are healthy will return to work.*
  *Need to determine how to manage high-risk employees.
- Temperature checks will be done in lobby
- Only necessary contractors allowed.
- RESTRICTIONS: MANY
  - Food court open for take-out but details TBD
  - Conference rooms closed
  - Outside visitors TBD

Phased Approach Allows Us to Determine What Works Before All Employees Return