

93 A|E|C OFFICE RE-OPENING PLANS AND POLICIES



The Essential Post-COVID Guide

93 A/E/C OFFICE REOPENING PLANS AND POLICIES: THE ESSENTIAL POST-COVID GUIDE

PSMJ | **Resources, Inc.**

93 A/E/C Office Reopening Plans and Policies: The Essential Post-COVID Guide

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Introduction

PSMJ believes that firms must decide upon and launch plans, systems, and protocols to allow employees to return to or continue to work at the office. The go to for making these plans is the Centers for Disease Control guidance while also be aware of state and local ordinances. The main goals are to keep key business systems going, remain in compliance, and all the time keep staff and clients they work with, safe.

But, what should a return to work look like? PSMJ reached out to firms that are looking ahead and asked them to share their written plans and considerations for reopening and returning employees to the workplace. And they were more than happy to share.

Please note: while this reference guide is intended to provide examples of reasonably accurate and clear return to work policies used by firms of all sizes today, it is sold with the understanding that PSMJ is not engaged in rendering legal or other professional services to the reader.

For more than 30 years, PSMJ Resources has been helping A/E principals to manage the business side of their operations. Even so, we don't know every firm, and we can't anticipate every situation. So, use this book to help you develop your firm's policies by adapting these suggestions to your firm's needs, and always use your professional judgment.

Sample Policies and Procedures

RE-ENTRY PLAN

We are following the guidance from the CDC and local health authorities, federal and state governments. XXX has frequent Management Team updates and meetings to ensure rapid decisions and communication is maintained as the situation continues to evolve.

Although we are an essential service business, we have mandated work from home policy and technology and protocols since March 13th, 2020. We have successfully implemented and are so grateful to every member of the team that has adapted and allowed the business to remain operational. The work from home policy will remain a tool we can enact to further prevent the spread of COVID-19 and keep our team members and their families safe.

As a management team, we still value the impact of our physical office and have created the following measures and re-entry plan to allow us to return to our physical locations. We will continue to update this plan as necessary as the external conditions continue to unfold.

According to the CDC and WHO Covid-19 is an extremely contagious virus. While XXX will make every effort to safeguard our staff, it is impossible to guarantee Covid-19 will not be contracted at one of our facilities. Any staff agreeing to work in one of our facilities assumes the inherent risk associated with being in public facilities at this time.

PHYSICAL PREPARATION FOR RE-OPENING OF OFFICE

Mandated work-from-home since EOD Friday, March 13th 2020

Offices have been decluttered, carpets have been shampooed and sprayed with disinfectant

Established visitor access limits within the offices

Post signage to remind team members of safety protocols

Ordered facemasks and disinfectant supplies for office locations.

EMPLOYEE PREPARATION FOR RE-OPENING OF OFFICE

All team members are required to self-assess and report any symptoms. Please visit the website below to evaluate if you have any of the symptoms prior to returning to the office:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Any team members exhibiting any symptom of COVID-19 and reporting to the office will immediately be asked to return home until symptoms have resolved.

XXX will provide masks for all employees and single-use masks for any visitors. Masks are encouraged, but not required. XXX strongly encourages mask protection use for any interactions within 6 feet of another person.

The office will begin to re-open at no more than 50% capacity for the first two weeks. The following teams have been established based upon current desk locations. The teams organized below will rotate weeks for voluntary office access. A calendar through 6/08/2020 is attached. The management team members will be in the office every day.

For these initial two weeks, all presence within the office is strictly voluntary. Any employee returning to the office assumes personal responsibility for their health.

NEW OFFICE PROTOCOLS / POLICIES

All team members returning to the office will be asked to observe the following protocols / policies until directed otherwise:

Hand sanitization is required prior to preparing coffee (facemask encouraged)

Large conference rooms to have 5 people maximum and 6 foot spacing between occupants

Small conference room to have 2 people maximum and 6 foot spacing between occupants

Utilize a pen or stylus at the copy/print machine interfaces.

Do not share equipment such as phones, computers keyboards, mice.

Limit in-person meetings as much as possible.

If you must have an in-person meeting, limit the number of attendees and meet in a room large enough to allow for at least six feet between all participants.

Host large team/staff meetings via videoconference rather than in person.

All lunch and learns to be virtual through July 3rd.

Use electronic signatures to meet signoff requirements and avoid close contact.

Encourage clients/customers to connect via phone call or videoconference.

We encourage team members to bring food to the office or have lunch delivered in prepackaged containers to limit trips outside the office

Practice courtesy to other team members along shared circulation routes (ie stairs, hallways, paths, etc)

All team members will be responsible for wiping down shared areas utilized after each use. These areas should include front desk, refrigerator handles, light switches, copier panels, coffee machines, conference room tables, door handles and any other shared areas

Provide personal pens, markers and other routine work supplies for each individual.

Every team member is responsible for quickly notifying Human Resources if they learn an employee: has been diagnosed with COVID-19; has COVID-19 symptoms (fever, dry cough, shortness of breath); or had prolonged close contact (<6 feet & >15 minutes) with someone who has COVID-19

As soon as a COVID-19 case is identified, the following standard protocol for assessing each case will be implemented:

Contacting the employee and completing intake questions (brief summary below):

*Any screening information is subject to HIPPA and is considered personal medical information and will be treated as such.

Last date worked in a GDG facility

Symptoms present

Date symptoms started

Have you been tested?

Test results, or whether a doctor considers the situation to be a suspected positive and the employee will not be tested?

Equipment and areas of facility used?

Cleaning process in place?

Prolonged contact with anyone at XXX? (<6 feet for >15 minutes)?

Determination of whether the employee must self-quarantine and notifying the employee:

Quarantine start date and end date

Repeating the intake/determination with each employee identified as close contact.

Contacting the local health authority for additional guidance, as needed

If an employee does test positive and is unable to perform their work duties, they will be provided PTO until fully recovered. A note from a physician shall be obtained prior to returning to work.

Disinfect office prior to re-opening

Available COVID-19 testing sites can be found here: <https://www.dhs.wisconsin.gov/covid-19/testing.htm>

We remind team members that we all need to work together and, ultimately, it is each employee's responsibility to make sure they and their teams are following social distancing guidelines. The CDC continues to emphasize good hygiene as an effective way each individual can prevent the spread of COVID-19. Team members should remain diligent about washing their hands frequently with soap and water, and not touching their face

Return to the Office Guide

INTRODUCTION

In an effort to protect all office staff during the course of the COVID-19 pandemic and prepare for a return to work in our office locations, this Return to the Office Guide has been prepared to inform staff of the preparations for a return to the office, decrease potential hazards of exposure to COVID-19 and establish a plan for a safe and healthy return to office work scenario.

REMOTE WORK

At this time, all active employees are working remotely as required. This should continue until direction is received otherwise by your supervisor. Communications should continue to occur via Teams, email, telephone and videoconferencing as required. If visits to the office are required, they should be completed in compliance with the health and safety guidelines in this plan. For further information about field work, see the document, Field Staff COVID-19 Safe Working Practices.

1.0 PREPARING FOR RETURN TO WORK

As the Province of Ontario begins to cautiously open businesses in Ontario, we are preparing for the opening of our offices and the return of our employees to our offices. The following action items are underway:

Prepare the buildings

Make necessary arrangements with cleaning contractors, post signage (entrance doors, washrooms, reception, etc.), obtain appropriate Personal Protective Equipment (PPE), obtain appropriate cleaning materials, soaps & sanitizers, complete pre-return inspections & building checks with washrooms, office supplies and mechanical systems. (Responsibility: Office Managers)

Prepare the workforce

Continue to communicate with staff regularly and assist with challenges and questions. Once approved by the Province of Ontario, determine who returns and when, communicate with staff about the logistics about returning to work and new protocols. (Responsibility: Senior Management Group)

Designate office representatives

Designate employee in each office to be responsible to ensure employees understand the return to work protocols. (Responsibility: Office Managers and Joint Health and Safety Committee)

Control access

Establish a process for each office to establish required standards / health checks for building reception, deliveries and visitors. (Responsibility: Office Managers)

Determine optimal physical distancing plan

Evaluate the density in each office with regular schedules and office traffic patterns. Determine the best return to office work plan for seating considering each office and meeting room layout and, if restrictions are present, recommend adjustments as needed. (Responsibility: Office Managers)

Prepare office cleaning plan

Determine how to reduce touch points and increase cleaning practices. This includes a cleaning schedule (with a sign-up rotation strategy), plan for open doors, clean desk policy, cleaning common areas. (Responsibility: Office Managers)

2.0 RETURN TO WORK

Once it has been deemed as safe to do so by the Province of Ontario, employees will begin to return to the offices in a coordinated manner. Staff will be notified by their direct supervisor as to the timing and strategy specific to their situation.

Physical Distancing

As much as possible, staff must maintain a spatial distance of at least 6 feet/2 metres from others. Staff should stay within their personal workspaces (offices or cubicles) as much as possible. (Responsibility: All Staff)

Cleaning protocols and workplace sanitation

All individual offices are to be maintained in a clean and hygienic condition. This includes a daily cleaning of frequently touched surfaces (keyboard, desk, phone etc.). The office cleaning plan is to be followed and staff will be required to assist to carry out the cleaning on high touch surfaces (e.g. light switches, door knobs, copiers, elevator buttons, stair rails) as assigned on a rotating basis. All common spaces and office equipment, including bathrooms, frequently touched surfaces, doors and office equipment must be cleaned and disinfected at the

beginning, middle and end of each workday and prior to transfer of equipment or materials from one person to another. (Responsibility: All Staff and Assigned Cleaners)

Personal Hygiene

Washing or hand sanitizing is required upon entering and leaving the workplace as well as before and after breaks. Staff must follow the health guidelines set out by the Province of Ontario to protect themselves and others. Staff must sneeze and cough into their sleeves, avoid touching eyes, nose or mouth and avoid contact with people who are sick. See attached reference document. (Responsibility: All Staff)

Self-Monitoring

Employees must self-monitor for symptoms such as fever, cough or difficulty breathing. All employees must be aware of early signs and symptoms of COVID-19. Employees must take their temperature at home before beginning their workday and complete the provided basic checklist to self-monitor their health. Results should be recorded, and protocols followed depending on the results of the self-monitoring. Staff are encouraged to use the Ministry of Labour's online COVID-19 self-assessment tool to assist in determining whether they should seek further care. (Responsibility: All Staff)

Ill Employees

Any employee who has any symptoms related to cold, flu or COVID-19 will be sent home. The employee must advise his or her supervisor immediately by phone or email if they feel unwell at any time and then promptly leave the office. The COVID-19 Return to Work Flowchart will be used to determine steps in returning to the office after becoming ill. (Responsibility: All Staff)

Meetings with Clients

In-person meetings may take place only if unavoidable in a designated meeting room with at least 6 feet/2 metres of separation between individuals. (Responsibility: All Staff)

Lunchrooms

Lunchrooms will be closed until further notice except for the use of the refrigerators, microwaves and toaster ovens, as necessary. Employees must wipe down surfaces after use with cleaning supplies (e.g. handles, touch pad, knobs). Staff will use caution with physical distancing in the lunchroom areas. There will be no fruit deliveries and no use of the coffee makers at this time. (Responsibility: All Staff)

Washrooms

Appropriate physical distancing is to be reflected in the use of the multi-unit washrooms. Only one person is allowed in these washrooms at a time. (Responsibility: All Staff)

Meeting rooms

Limit the number of persons in meeting rooms, training rooms or board rooms to maintain the physical distancing noted earlier in this document. All meetings between staff must use a meeting room. Doorway chats are allowed but entry into the workspace of others is not permitted. If a meeting room is used, wipe down surfaces after use with cleaning supplies (e.g. door handles, chair arm rests, table, phone, computer keyboard and mouse). (Responsibility: All Staff)

Screening of Clients, Vendors and Visitors

Before any client, vendor or visitor enters an office location, these four questions (below) must be asked. If the answer to any of the questions is yes, the person may not enter the office location. Clients and visitors will be asked these questions privately upon entering the offices by the staff member at front reception.

Have you been confirmed positive for COVID-19?

Are you currently experiencing, or recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

Have you been in close contact with any person who has been confirmed positive for COVID-19?

Have you been in close contact with any persons who have traveled and are also exhibiting acute respiratory illness symptoms?

Comfort Level in Returning to the Office

Staff members should be comfortable coming back to the office environment. Management will consider individual employee requests to continue working remotely. The reasons for these requests may include things such as childcare requirements, comfort with health and safety protocols and employees with compromised immune systems including pre-existing medical conditions which may put them at greater risk with infection. (Responsibility: All Staff)

Refusal to Work

Under Ontario law, employers have the duty to keep workers and work sites safe and free of hazards. Employees have the right to refuse unsafe work. We will continue to work to provide a safe workplace for all employees and will follow the guidelines in place under the Occupational Health and Safety Act (OHSA) for a work refusal. Attempts to resolve all refusals of work will be completed internally using the refusal to work process set out by the OHSA. If health and safety concerns with a work refusal are not resolved internally, an employee has the right to seek enforcement by the Ministry of Labour, Training and Skills Development. (Responsibility: All Staff)

Employee Training

All employees will review this Return to the Office Guide to ensure they are aware of possible COVID-19 transmission points in the workplace, what steps are being taken to protect them and how they can protect themselves. There may also be further training regarding how to keep their work surfaces, devices, screens and equipment clean.

Personal Protective Equipment (PPE)

We supply field staff with appropriate PPE including face masks and gloves. Office staff may wear their own PPE as they feel appropriate including non-medical cloth face coverings (bandana, scarf or non-medical mask, etc.) over their nose and mouth when in the presence of others. (Responsibility: All Staff)

Field Work

Staff working in the field must follow the physical distancing practice of 6 feet/2 metres if in contact with other employees or clients while off site from the central office, subject to any additional restrictions of the off-site location. Review Field Staff, COVID-19 Safe Working Practices.

For transportation, there is to be no more than one person in a vehicle.

For required overnight travel involving more than one employee, each staff member must have their own hotel room. (Responsibility: All Staff)

Postings in Offices

Specific posting requirements must be followed in each of the offices including:

1. Ministry of Health COVID-19 Reference Document for Symptoms
2. How to Self-Monitor

3. Personal Hygiene – What you need to know to stay healthy
4. Physical Distancing
5. Visitors Sign

Document/Material Handling and Vendors/Visitors

Internal mail delivery is suspended to avoid handling of paper and hard copies. Wherever possible, digital copies should be utilized when sharing documents. All deliveries shall be left outside the office or in a separate designated location as determined at each office. One designated employee shall be responsible for cleaning or disinfecting the exterior of the delivered items before the items are distributed to the office.

Traceability

For clients, visitors and vendors, each office shall record the name, contact information, date, and time of visit of anyone physically entering the office space. The contact details of the visit shall also be recorded, i.e. who they met with and encountered. Visitors will be advised that they must let our office know if they confirm positive for COVID-19 in the 14 days following their office visit. We will also monitor the progress of the COVID-19 Contact Tracing Initiative from Public Health Ontario including the use of a phone application to assist to contain the spread of the virus.

EVALUATE

COVID-19 has presented challenges that workplaces have never encountered before. This Guide is a living document and will be regularly evaluated and revised as required.

RESOURCES

Refer to the following resources for more information:

1. Government of Ontario: <https://covid-19.ontario.ca/>
2. Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
3. Public Health Ontario: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>
4. Workplace Safety and Prevention Services: <https://www.wsps.ca/Information-Resources/Topics/COVID-19-Keeping-safe-during-the-pandemic.aspx>

ATTACHMENTS

COVID-19 Return to Work Flowchart

Individual Office Plans

STAGE 1

Shelter-in-Place Order Lifted

- 1. Return to Studio** We will begin shifting from "all staff working from home" to working in the studio as appropriate, considering staff health, personal situations and childcare.

We encourage those in, or living with individuals in, [high risk categories](#) to continue to work from home (WFH). Additionally, anyone sick or exhibiting symptoms consistent with COVID19 should not return to the studio. Please refer to the [CDC](#) for guidance.

Staff not in the studio will notify the administrative team that they are WFH, on vacation or sick so that the sign out sheet is updated daily. The sign out sheet will be the control point for staff in/out of the studio.

As further guidance is received from civil authorities and as the spread of COVID19 resolves, EDR may adjust this policy.
- 2. Distancing** While 6ft distancing is recommended by the CDC and Local authorities, we will occupy desks in a manner that allows appropriate distancing between staff while working. This may require monitors and chairs to re-orient, desk moves and, if staff return to the studio in numbers, re-location of workstations to Co-Lab and the Cardboard conference room.

We are attempting to retain Glass, Steel and Green conference rooms for meetings.

For circulation within the studio, maintain 6 ft of distancing by waiting for traffic to clear.
- 3. Studio Meetings** We will develop options for studio meetings as we progress thru returning to the studio. Initially, meetings will be virtual with staff in the studio participating from their desks or from one of the conference rooms.

As we tip towards more staff in the studio, we will hold Monday Morning meetings on the studio floor with distancing maintained (pending confirmation that this would work).

Small group meetings will be held with distancing in place.

Lunch-n-Learns & Friday Forms will remain virtual while we work thru distancing logistics.
- 4. Cleaning/Disinfecting**
 - a. Doors** Where possible, doors will be propped open so that handles are not used when entering and exiting. The front door remains open and should be used. Side doors should be avoided

- b. Common Areas** Staff will avoid using hands to directly touch cabinets, refrigerators, coffee pots, dishwashers etc. Opener tools or tissues/towels can be used for this. If staff touch a surface with an unprotected hand, they will be responsible for wiping the surface after use. Gloves should be available to be used for these surfaces, if not a tissue/towel should be used.
- c. Hand Washing** We expect staff to wash their hands frequently during the day.
- d. Masks** Will be worn when in meetings or other situations where 6 ft of distance cannot be maintained
- e. Clean Team** As we do with Kitchen Duty, there will be teams assigned weekly responsibility for providing a mid-day and end-of-day wipe down of public surfaces (a list will be provided). The administrative team will wipe down conference rooms daily.
- 5. Studio Guests** We encourage the continued use of virtual meetings to minimize studio visitors. Necessary in-person meetings should be minimized and 6' social distancing maintained. We will have limited meeting capacity and all meetings must be scheduled on appropriate meeting room calendars.
- 6. Staff Travel** Staff travel should be restricted as much as possible and coordinated with firm leaders.
- 7. Symptomatic Staff** Any staff with fever, body aches or cough will work from home or take sick time as appropriate. Do not come into the studio if exhibiting [symptoms](#) consistent with COVID19. Alert Natrang or Jenifer if you test positive or have contracted COVID19 so that appropriate contact tracing can be handled in the studio. Infected staff will remain quarantined per their doctor's advice; staff will provide a medical release before returning to work. (We will be looking to civil authorities to provide additional guidance in this area.)

If a staff person who has been in the studio contracts COVID19, the studio will be cleaned thoroughly; temporary closure of the studio and return to WFH may be required.

If staff have had close contact with someone testing positive for COVID19, it is their responsibility to let Jenifer/Natrang know so that appropriate protocols can be followed as recommended by civil authorities for our staff person's level of contact.
- 8. Purchases Required** To open successfully, we will be ordering supplies as noted below. As some of these items are scarce, we may need to adjust the number of staff in studio or our protocols to accommodate supplies.

USB and DVI extension cables
Gloves
Sanitizer/Soap
Disinfecting Cleaner and/or wipes

Network Ethernet switches

Monitor mounted cameras

As we progress through the return to studio and subsequent stages, we will need to remain flexible to adjust plans as appropriate.

5/6/2020

XYZ Health and Safety of Office Operations Guidelines under Phase I conditions:

As we move toward creating a “new normal”, returning to the friendly surroundings of “the office” is something we want to make sure works best to provide a safe and comfortable environment.

The following guidelines are a first step in that direction. These guidelines can be most effective with everyone’s awareness and support. So... please review and feel free to offer practical improvements going forward.

1. All team members will receive (Center for Disease Control) CDC Guidelines during Phase I and will need to confirm that they have reviewed. This will be tracked and recorded by HR. As CDC guidelines change, updates will be sent to all XYZ team members timely thru the XYZ -All TEAMS channel.
2. If a team member contracts Covid-19 or is in direct contact with someone who has Covid-19, they shall notify HR privately and immediately and MAY NOT report to an office. If able, the team member will work remotely and NOT report to work until such time as it is deemed approved to return in coordination with HR and their respective supervisor / director.
3. Team members in the “higher-risk” categories (listed below) may be asked privately by HR and/or their supervisor / director to continue to work remotely until such time as deemed appropriate to return to an office.
4. Team members who reside with someone in the higher risk categories are responsible to determine their own level of comfort working in an office.
5. Any team member who is not feeling well physically (ie, persistent cough, sore throat, the common cold, fatigue, etc.) will be required to stay home.
6. All team members entering an office must complete a Health Screening Form on-line or with a hard copy prior to initial entry at least weekly during Phase I. Team members are responsible to provide updated changes to the form question answers on a daily basis.
7. All team members may be subject to having their temperature taken daily with a non-contact thermometer.
8. Any team member who arrives at an office and is displaying symptoms of illness or who has a temperature of 100.4 degrees (CDC guidelines) or above will be sent home. The team member will work from home until symptoms are gone and approval has been made by HR and/or their supervisor / director.
9. XYZ visitors to XYZ offices are highly discouraged and require CEO approval in advance.

10. Upon entering an office, each entrant will be required to utilize hand sanitizer.
11. Designated one – way foot traffic will be outlined at entrances where possible.
12. Access/use of elevators is limited to one person per elevator where applicable.
13. All team members and visitors are highly encouraged to wear protective masks in the common areas of an office.
14. Office spaces are either currently set up or must be adjusted to allow for social distancing while team members are at their desk / work station. Painter's tape may be used to designate social distancing around each desk/work station.
15. Kitchen areas may be used for food storage and food preparation. Team members using the area are responsible for wiping down all area(s) used with disinfectant wipes. A limit of two persons safely distanced may use the kitchen area at the same time. Kitchen areas and breakrooms will be closed for social gathering and/or eating.
16. Conference rooms will be configured to allow for social distancing. Occupancy of each conference room will be limited to a maximum of 10 team members or the number of team members who can safely social distance while in the room. The meeting coordinator is responsible to ascertain if the meeting is more safely conducted via TEAMS.
17. Coffee machines / water dispensers / equipment / copiers / printers, etc. with high touch traffic will be wiped down with disinfectant wipes before and after use by each team member.
18. In-Person meetings and/or travel inside/outside offices are highly discouraged.

Office leaders must communicate landlord updates and/or requirements to the CEO, COO, and CPO immediately upon notification.

Office protocol examples are outlined below with encouragement to have all locations adapt similar practices.

Walking traffic flow will be one way as much as practical: The stairwell at the break area will be designated for team members / visitors to go up to the second floor. The stairwell at the corporate/planning side of the building will be designated to go down to the first floor. Stairwell handrails are to be wiped down with antiseptic wipes by each team member.

While use of elevators in offices other than Raleigh may not be designated by the landlord, XYZ guidelines recommends use by only one person at a time in elevators.

Activities / issues regarding any matter(s) outlined not being followed whether perceived or actual are to be reported to the Office Leaders, and/or the COO, CEO or HR immediately.

COVID-19 Exposure Prevention, Preparedness, and Response Plan

XXX. takes the health and safety of our employees very seriously. With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. This is particularly true for the construction industry, which has been deemed "essential" during this Declared National Emergency. To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented throughout XXXX. in our office and at all our jobsites. We have also identified a team of employees to monitor available U.S. Center for Disease Control and Prevention ("CDC") and Occupational Safety and Health Administration ("OSHA") guidance on the virus.

This Plan is based on currently available information from the CDC, OSHA and the Governor's Executive Order 2020-77 (COVID-19) and is subject to change based on further information provided by the CDC, OSHA, and other public officials. The Company may also amend this Plan based on operational needs.

I. Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

II. Responsibilities of Employees

We are asking every one of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 in our office and at our jobsites, we all must play our part. As set forth below, XXXXX. has instituted various housekeeping, social distancing, and other best practices in our office and at our jobsites. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer the question, please contact:

{Contact here} Email: {XXX} Ph: {XXXX}

OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing
- Fever
- Shortness of breath, difficulty breathing
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

*If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, **DO NOT GO TO WORK** and call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.*

III. Office Protective Measures

XXXX has instituted the following protective measures at our office.