



### Health & Safety Guidelines

The health and safety of the staff remains the top priority as we prepare to welcome everyone back to the offices. To accomplish this, the executive team is also implementing additional safety measures to support the return to the office plan.

#### Safety

The facilities team completed a full sanitization of all buildings that began on March 18, 2020. To maintain a safe and sanitary workplace:

- Additional cleaning and sanitizing measures to occur prior to welcoming staff back to the office as part of the 30-60-90-day plan.
- An outside cleaning company on site prior to the re-opening of the office to clean and sanitize all three buildings.
- Employees required to sanitize company equipment brought home as they enter the building when returning to work.
- A sanitizing station is set up in all three buildings at the main entrances.
- The facilities team is finalizing a plan for more frequent building cleaning.
- Sanitizing product stations strategically placed in all three buildings.
- Visitor protocols, policies and procedures developed in separate document.

#### Staff Expectations

We each have a responsibility to protect the health of our friends and co-workers in the office. These additional steps may take a few extra moments, but will help maintain a safe work environment. Your participation is essential if this plan is to be successful. To maintain workplace safety requirements employees are expected to:

- Sanitize their workstations prior for leaving for the day.
- Sanitize meeting rooms prior to departure of meeting rooms.
- Retain personal mugs, cups, etc. at workstations.
- Maintain safe distancing while in the office.
- Refrain from human to human contact greetings such as handshakes, elbow bumps, hugs, etc.
- Staff will wear masks when not able to appropriately social distance.

#### Physical Distancing

To help maintain safe physical distancing while in the office, each department head will review the workspace for distancing and Zoom will continue to be an important part of our workplace for the foreseeable future. To maintain safe physical distancing:

- Employee desks are appropriately distanced per CDC guidelines.

- Employees maintain appropriate distancing in meetings.
  - Continued use of Zoom is recommended.
  - The facilities team to post notices outside each meeting room to guide teams regarding how many people may be in a meeting room at one time.
- Employees maintain appropriate distancing while using breakroom facilities.
- Visitor protocols, policies and procedures developed in separate document.

In addition to the steps taken above there are many more actions staff can take to help create a safe and welcoming office.

Any families or students that come to the campus will be required to wear face coverings as outlined by state guidelines.

#### **Health Safety & Privacy:**

- Face covering/facemask are optional when working in the office.
- Employees take their temperature each day prior coming to the office.
  - We request employees with a temperature of 99.9 or higher stay home.
    - Employees contact their supervisors regarding alternative work arrangements if the temperature exceeds 100 degrees.
- Employees positively diagnosed with COVID-19 immediately inform Human Resources so they may begin isolation, and we may begin the processes of containment and contact tracking.
  - HIPPA (privacy) compliance maintained.
- Employees living with a person positively diagnosed with COVID-19 immediately inform Human Resources so they may begin isolation, and we may begin the processes of containment and contact tracking.
  - HIPPA (privacy) compliance maintained

#### **Travel**

- Follow state by state restrictions

#### **Fitness Center**

- The Fitness Center will remain closed to employees until further guidelines are issued from the state or federal sources regarding the safe use of gym equipment and/or reduced spread of COVID-19.
- Once use Fitness Center is determined to be a safe, we will send communications via email and Slack.

## **Return to Office Plan**

### ***Phase 1: The first 30 days***

#### **First 30 days migration back to the office**

- First 30 day plan following CDC, WHO, federal and state guidelines.
- Staff voluntarily return to the office.

- Staff who desire to return to the office must communicate with their department heads the week prior to returning to accommodate for safe distancing.
- Staff to follow all sanitization and health safety standards per above protocol.

### ***Phase 2: The next 30 days***

#### **Sixty-day migration back to the office**

- Executive team to identify crucial teams and people. Team leaders to participate in team-level communication plans with their respective executive team member.
- Staff to follow all sanitization and health safety standards per above protocol.

### ***Phase 3: The final 30 days***

#### **Ninety-day migration back to the office**

- All staff return to the office in some manner. The specific amount of time each person spends in the office on a weekly basis moving forward will be determined at the team level and approved at the executive level. Team leaders will participate in team-level communication plans with their respective executive team member.
- Staff to follow sanitization and health safety standards per above protocol.

### ***Ongoing Accommodations***

#### **Employees in high-risk categories**

- Employees who are in high-risk categories or have family/household members who are in a high-risk category per CDC guidelines may request accommodations to work from home.
  - Any request, if granted, is for thirty (30) calendar day increments.

Ongoing communication is one of the main reasons our transition to working from home has been successful. We hope to repeat that success as we return to the offices throughout the Summer. The executive team plus representatives from facilities and IT will continue meeting weekly to discuss workplace and staff safety as well as respond to new state guidelines. Still, your feedback is essential to our success so please communicate ideas to any executive team member for discussion at our weekly meetings. Thank you for your passion and commitment during this time and we look forward to sharing more information and updates as we implement this plan to welcome everyone back to the offices.