

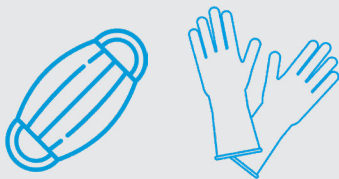
REOPENING YOUR WORKPLACE IN A COVID-19 ENVIRONMENT

The Lee & Associates Guide to Reopening Your Workplace in a COVID-19 Environment may not be applicable for all facilities or situations, and some communities may have more stringent requirements than recommended in the following. We have developed these guidelines using the protocols and recommendations of the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and other government and public health resources. Lee & Associates make no representations or warranties regarding the accuracy or completeness of these materials. As such, we cannot ensure safety and disclaims all liability arising from the use of these materials.

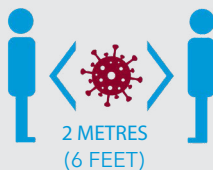
WASH YOUR HANDS



WEAR PERSONAL PROTECTIVE EQUIPMENT



PRACTICE SOCIAL DISTANCING



CLEAN FREQUENTLY TOUCHED SURFACES



COMMUNICATE REGULARLY

Communication can ease many concerns when it comes to reopening a workplace: anxieties that employees may have about returning to the office, communication with vendors to make sure you have supplies to begin operations, new policies and procedures.

Employee communication should include new policies regarding workplace safety and resources, establishing and communicating the employee reopening schedule, and any important personnel changes.

Client communication may differ from industry to industry, but keeping your clients apprised of how your re-entry to the workplace will affect them is crucial. Many workplaces are altogether banning client meetings, while others are requiring their clients to have their temperature taken and have them sanitize upon entry. Letting your clients know your policies upfront will help make them feel more comfortable doing business with you.

Vendor communication is crucial for a smooth re-entry to the workplace. Whether you are communicating the need for order fulfillment to being restarting production or advising them of new policies you have in place that will affect their services to you, communication with vendors is vital for the success of a reopening operation.

PREPARE YOUR EMPLOYEES

With all of the uncertainties that COVID-19 has brought over the last few months, one thing you can be sure of is that the workplace has changed for employees. Advising your employees of how those changes may impact them is essential.

WFH Policies: If your company had a WFH policy before COVID-19, has that policy changed as you reenter into the workplace? If you did not, are you implementing one? Are only certain types of employees going to be allowed to WFH after you begin reopening your workplace?

PTO/Sick-Day Policies: Many companies include PTO and Sick-Days as benefits to their employees. If your company is adding a new policy of staying home if an employee feels sick for a mandated amount of time, will an employee need to use their PTO or Sick-Days?

Client Procedures: If an employee has a client coming to the office for a meeting, you will want to prepare both them and their client for what to expect. Have your conference room cleaning procedures changed? Do clients need to have their temperature taken upon entry or call to enter the building?

CREATE A PLAN FOR SOCIAL DISTANCING

Social distancing should be implemented if recommended by local health authorities. Social distancing means avoiding large gatherings and maintaining distance from others when possible. You will want to develop practical guidelines for working in the office (i.e. PPE usage such as face coverings, personal hygiene, use of amenities and meeting spaces, and related expectations; meeting size limits, identification of "no sitting/gathering" areas, protocols for safe entry/exit/circulation). Strategies that businesses could use include:

- Implementing flexible workplace (e.g., telework)
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between employees at the workplace
- Increasing physical space between employees and clients
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)
- Determine how employees will access shared items (e.g., supplies, copiers)
- Delivering services remotely (e.g. phone, video, or web)
- Delivering products through curbside pick-up or delivery

A cloth face covering should be worn whenever people are in a community setting, especially in situations where you may be near people. These face coverings are not a substitute for social distancing. Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. The CDC still recommends staying at least 2 metres (6 feet) away from other people (social distancing), frequent hand cleaning and other everyday preventive actions.

CLEAN AND SANITIZE THE WORKSPACE

Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
- More frequent cleaning and disinfection may be required based on level of use.
- Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- For soft surfaces such as carpeted floor, furniture, rugs, and drapes, clean the surface using soap and water or with cleaners appropriate for use on these surfaces; launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Vacuum as usual.

Disinfect

- Recommend use of EPA-registered household disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

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