

Re-entry Requirements

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Re-entry Requirements

All of the following requirements must be completed before re-entry can commence. Site Leads must certify that the checklist has been completed. Final sign off will be done by <<person(s)>>

Company Facilities Group

- Review proposed employee return list for occupancy locations and appropriate workstation/workspace social distancing.
- Confirm guidance from local government on reopening office buildings to workers.
 - Where a building was closed, determine whether a new certificate of occupancy is required from regulatory authorities.
 - Coordinate with relevant landlords and property management companies to align on procedures and/or rules for building re-entry and occupation, building cleanliness and safety.
 - Assess company provided transportation and make changes to enable social distancing and/or PPE as appropriate
 - Determine technology needs to enable seamless return to office, as well as a phased or quick close process
- Assess furniture configurations, workflow and utilization for appropriate social distancing and modify accordingly
 - Ensure proper separation can be achieved with planned occupancy load
 - Develop measures to modify workspace lay-out to achieve appropriate social distancing
 - Spacing of workstations or occupancy of workstations/areas
 - Conference room, break area, and other shared space
 - Determine if additional controls, such as higher panels or plexiglass barriers, are needed
- Create phased and "quick close" procedures to shut down offices in the event the reopening fails or virus reoccurrence forces new closures.
- Implement clean desk policy to daily workstation and office cleaning
- Develop list of potential facility enhancements
 - Reduced touch points (non-security doors left open, restroom touch free devices, touchless trash receptacle, etc.)
 - Physical barriers, such as clear plastic sneeze guards, where feasible
- Monitor for effectiveness and additional actions once phase is implemented
- Develop next steps to facilitate next phase personnel load
- Communicate when Facilities can support next phase implementation
- Implement basic infection prevention measures (leader communication, postings, signs, etc.)

Health and Safety for Building Occupants and Visitors

Social Distancing and Work Schedules

- Maintain 6 ft. social distancing at all times
- All meetings will be virtual
- Spread out arrival and departure times to minimize congestion in the lobby or elevators and elevator lobbies

- Spread out work hours and/or workdays to limit building occupancy initially not to exceed 50% of total occupancy
 - First 90 days 15 – 20% of staff to return
 - Second 90 days 15 – 20% additional staff to return (30 – 40% of staff are at work)
 - Third 90 days the remaining staff up to but not more than 50% of the total staff (50% remain WFM)
 - The remainder of the staff remain in work from home mode
- If an entire department must return to the office, divide the team into two teams, A and B
 - Option One
 - Set up rotation schedule: Team A works for two weeks, Monday – Thursday 10 hours a day (the three-day period allows the virus to die on any surface that was not properly cleaned)
 - If no illness or issues, then Team B works for two weeks, Monday – Thursday 10 hours a day for two weeks
 - Repeat
 - Option Two
 - A and B work the same days but two different shifts with a break between the shifts to allow for the first team to exit and cleaning can occur
 - Example shifts could be 6am – 2pm and 3pm – 11pm

Personal Behavior and Protective Equipment

- Instruct all building occupants, vendors, and contractors to wear face masks/coverings provided by their employer.
 - Masks should be worn at all times except when seated at your desk with no persons within 6 feet of you regardless of cubicle walls.
- Maintain proper hygiene by frequently washing hands (with hot water and soap for 20 seconds, as recommended).
- Provide hand sanitizer stations in lobbies, elevator lobbies, mailrooms, parking facilities and other common areas and near restrooms.
- Encourage colleagues with laptops to take them home at the end of their day in case they are feeling sick the next day, yet well enough to work from home
- Require colleagues to stay home if they are sick
- Accommodations will be made for vulnerable or high-risk individuals.

Safe Use and Occupancy of Elevators and Stairwells

- Evaluate elevator cab sizes, number of building floors, and daily number of occupants and visitors when establishing social distancing guidelines for elevator riders.
 - If an elevator cab is not large enough to accommodate 6-foot spacing between occupants, consider limiting riders to 4 with one person in each corner
 - For small elevators, limit to 1 or 2 people per cab
- Place queuing marks in elevator lobbies to reinforce social distancing; consider using stanchions, floor decals, mats, etc. to control elevator traffic.
- To ease elevator traffic and wait times, consider opening stairwells and designate “up” and “down” stairwells.

- Plan for more frequent and more thorough cleaning and disinfecting of stairwells and handrails in response to increased stair traffic.

Common Areas and Amenity Spaces

- Increase space between lobby furniture and/or reduce seating to promote and support social distancing.
- Break rooms are to be used to store lunches in refrigerators or heat food in microwaves but no seating. Discontinue coffee makers. Provide cleaning wipes to clean refrigerator door and microwave door handles. Remove water coolers.
- Cafeteria service should be pre-packed meals only, cashless payments if possible and limited seated with only one person per table for those jobs where employees cannot eat at their desk.
- Discourage workers from sharing office equipment, such as phones and computers. In the event equipment is shared, provide cleaning and disinfection between uses and advise staff on the use of masks, gloves, and other protection while using equipment.
- Utilize or phase-in touch-free technology wherever possible.
 - Equip restrooms with touch-free toilets, sinks, fixtures and dispensers.
 - Utilize touch-free hand sanitizing stations; and provide touch-free trash cans where possible.
 - Disable or remove hand dryers
 - Evaluate need for toilet lids to avoid “toilet plume/aerosol”
- Provide covered trash containers for face masks near entrances/exits, elevators, and other common areas; empty and disinfect containers at least daily and more often if warranted.
- Allow bike rooms to remain open and prepare for an increase in bike riders as commuters seek alternatives to mass transit. Identify additional bike parking areas to support increased volume.
- Close fitness areas and conference rooms.
 - Fitness Centers to reopen once a therapeutic treatment or vaccine exists. Extensive cleaning will be required before reopening.

Security and Building Access

- Limit access points to the building – one entrance and one exit if possible. Create visitor areas at lobby desk with separate paths for “in” and “out.”
- Temperature monitoring and employee surveys for anyone seeking admission into the building
 - Anyone with a temperature above 100°F [37.8°C] or greater) will not be admitted
 - Anyone who answers any of the entry questions with an affirmative answer will be denied entrance
 - Any COVID-19 symptoms
 - Anyone with COVID-19 symptoms in your home
 - Any travel for the past 14 days
- Position screeners or existing contract security staff at entry points and clearly define their duties and roles. This would include enforcing building policy requiring tenants and visitors to wear face masks/coverings in lobbies and other common areas. Personnel will be asked to monitor or manage these requirements.
- Implement social distancing protocols at building entrance and lobby desks to protect personnel.
- Tenants are to meet and escort visitors or report them in advance to security/receptionist

Healthy and Safe Building Operations, Systems, and Management Practices (Company buildings or multi-tenant buildings)

Building Personnel and Contractors

- Provide your staff with the equipment and training necessary to perform their jobs safely, including the use of personal protective equipment (PPEs).
- Conduct employee awareness training to help prevent initial or further exposure to the virus and keep detailed records of when trainings were provided. Training should include how to interact with building occupants and visitors in this new environment, such as when to get on an elevator, social distancing, face mask/covering usage, proper hygiene, etc.
- Absenteeism may have an impact on staffing. Discuss with your staff the policies regarding flex hours and leave as employees may feel uncomfortable returning to work and risk becoming ill. Best practices include cross training all staff to fill in when other staff members are out sick or caring for another individual who is sick.
- If a staff member tests positive for COVID-19, follow CDC or local public health criteria to determine when it is safe for the staff member to return to work. Conduct contact tracing and deep cleaning as required.
- Consider additional staffing that may be necessary for traffic direction in lobbies and elevator lobbies and manage any new visitor or delivery procedures.

Vendors and Contractors

- Ask any vendors to share their health and safety plans and new protocols with you in advance of opening and before entering site, and proactively work with your vendors to have a plan in place before stay-at-home orders are lifted.
- Establish procedures to protect the safety of your vendors and contractors, such as check in/check out, use of PPEs and other protective gear and limiting access to assigned work areas.
- Do not permit vendors to send staff to your property who may be showing signs of illness or have been in contact with a confirmed case of COVID-19.
- Identify back-up vendors where possible in case of personnel shortages or supply chain interruptions.
- Renegotiate or rebid service contracts to include new requirements for staffing or services; be sure to consider union requirements and restrictions.

Janitorial

- Prior to building re-entry, consult with your janitorial contractor about the level of cleaning that may be needed in your building and review site inventory to ensure adequate cleaning supplies and products. If the building has been empty, normal cleaning and sanitizing may be all that is needed. If the building has been occupied or partially occupied, more thorough cleaning and disinfection may be desirable. Use hospital grade disinfectants with appropriate EPA or similar agency approved product for COVID and/or emerging viral pathogens. Cleaning options could include:
 - Electrostatic sprayers for quick, high-volume disinfecting.
 - Flash restrooms with UVC or electrostatic spray disinfection when empty.

- Increase frequency of cleaning (multiple times daily) and disinfection in high density and high-touch areas, such as building and elevator lobbies; elevator interiors, buttons and surfaces; restrooms; furniture; fixtures; doorknobs; switch plates; shared conference spaces; building and suite entrances; mats; handrails; turnstiles; counters; trash containers; vending machines; copy machines; appliances and other frequently touched surfaces.
- Bathrooms may require more frequent and deeper cleaning and disinfecting.
- Discontinue use of reusable cleaning materials if possible. If not possible, cloth wipes and other reusable cleaning materials should be laundered daily and used with an EPA-approved disinfectant. Follow EPA and CDC recommendations for disposing or hot-water laundering of cleaning supplies. A protocol should be established for the number or area sizes of surfaces or number of discrete items that should be cleaned with any one wipe.
- If a building employee, tenant, or visitor becomes ill or tests positive for COVID-19, schedule deep cleaning and disinfection in the affected workspace and all building common areas.
 - Follow a defined COVID-19 cleaning program provided by a qualified service provider.
- Cleaning staff may benefit from new and refresher training on cleaning protocols and proper use of disinfectants. Follow EPA, CDC and other government-approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols; confirm with your service provider or consult a third party if practical.

Mechanical Systems (Company buildings or multi-tenant buildings)

HVAC

- Continue normal and regular HVAC maintenance, including filter changes. Check with your building engineers and HVAC contractor for any other recommended maintenance, changes in maintenance schedules, or filter or system upgrades or changes. MERV-13 or highest level achievable based on the equipment.
- If possible, consider increasing exhaust and infusion of outside air for re-entry and perhaps for several weeks following re-entry.
- Consult [ASHRAE guidelines](#) for operating heating, ventilating, and air conditioning systems to reduce COVID-19 transmission and follow CDC guidance where applicable.

Elevators

- Continue normal and regular elevator maintenance and implement new cleaning protocols as described above under “Janitorial.”
- Conduct an overall maintenance and systems check with your engineer before reopening. Ensure elevator emergency phones are operational.

Emergency Response

Emergency Preparedness, Evacuation, and Response

- You may need to adjust your emergency preparedness plan to incorporate the appropriate pandemic response.
- Work with your local fire department to determine best practices for holding fire drills while social distancing measures are in place. Social distancing may not be practical when moving people rapidly to safety, and new relocation protocols and after-drill cleaning may be needed.
- Monitor federal, state, and local changes or mandates and adjust your pandemic plan where necessary. Regularly check with CDC and World Health Organization (WHO) for the most up-to-date COVID-19 guidelines.

Occupant Communication

Communication with Occupants

- Provide frequent and timely communications with building occupants and ensure their senior leaderships' buy-in to reduce confusion, help prevent further spread of the infection, and provide a safe building environment.
- Be prepared for re-entry well before an official date is set. Ensure you are constantly communicating with occupants about building updates and changes.
- Hold a virtual office pre-opening meeting with occupants. Convey any new policies or procedures the building will be implementing, how you will communicate with tenants about any changes in building procedures, and proper protocol for reporting a positive COVID-19 case. Communicate any new policies for entry/exit, common areas, elevator usage, amenity spaces, parking, and deliveries.
- Clearly communicate occupants' responsibilities and obligations within their suites/workspaces for decisions about social distancing, use of PPEs, work hours, illness monitoring/temperature taking, and other health and safety procedures in the workplace.
- Communicate what notification and cleaning procedures and steps will be taken if a positive COVID-19 case is detected.

Signage

- Provide signage in parking facilities, building entrances and exits, lobbies, common areas, and occupant spaces outlining new rules and procedures. Display posters about social distancing, handwashing, steps to take if ill, etc.
- Provide signs near elevators explaining any new procedures for queuing, occupancy limitations in elevator cabs, etc. Don't forget signage near freight elevators with requirements for face masks/coverings and other personal protective equipment for contractors and building personnel.
 - Use clear and consistent floor markings spaced 6 feet apart.
- Be sure to provide multilingual signs where appropriate, and use pictures and graphics.