



## **Return to the Office Safety Plan May 11, 2020**

The Return to the Office Safety Plan is intended to address questions and concerns as we prepare to re-enter the office after our work from home time has ended. This plan is based on recommendations and/or requirements from OSHA, the CDC, the Indiana State Department of Health, and the Governor's Executive Orders. **This plan is subject to modifications and will continue to be updated and as new or different recommended guidelines are issued by government or healthcare officials.**

This safety plan is also intended to provide information on how we can expect to conduct ourselves in the office to ensure we can have a safe and productive work environment for all. It is critical that we take the responsibility for ourselves and each other's safety very seriously. **Safety** is our **number one priority** and it is the first consideration in all decisions we are making.

If you have questions or concerns that are not addressed in this plan, please communicate with your manager and we will work to answer your questions as best we can.

### **RETURN TO THE OFFICE SAFETY PLAN – TEAM MEMBER:**

**Q: Will all team members return to the office simultaneously?**

**A:** No. Social distancing is still required in phase 4 & 5 of the Governor's plan for the state of Indiana so we will comply by ensuring team members can keep a minimum of 6 feet from one another. This will be done by creating two groups of team members.

- Group 1 will work in the office on Monday and Tuesday and remotely the remainder of the week. Team members will arrive on a staggered schedule with 8:00am – 8:30 a.m. start times and 8:30 a.m. – 9:00 a.m. start times.
- Group 2 will work in the office on Wednesday and Thursday and remotely the remainder of the week. Team members will arrive on a staggered schedule with 8:00am -8:30 a.m. start times and 8:30 - 9:00 a.m. start times.
- All team members will work remotely on Fridays to allow for a deeper clean of the office and time for the office to "breathe".
- We will adjust the number of team members in the office as directed by the Indiana State Department of Health.
- As a reminder – team members with children out of school or daycare can choose to take Public Health Emergency Leave.

**Q: Will team members be required to participate in a temperature check prior to entering the office?**

**A:** Yes, but first and foremost, **IF YOU ARE ILL DO NOT COME TO THE OFFICE.**

- All team members will be required to complete a brief temperature check conducted on the first floor by a member of the Talent Management team. This temperature check will be conducted with a non-contact thermometer.

- Anyone with a temperature of more than 99.8 will not be permitted in the office and will be required to stay home for 72 hours fever-free without fever-reducing medication.
- Talent Management team members will be wearing PPE to conduct the health screening which will include a mask and gloves.
- Results of the screening will be confidential and not shared with the rest of the team and will not be documented in the personnel file.

**Q: Will team members be required to wear a mask in the office?**

A: Yes. Masks will be made available by UWCI and must be worn in all common areas of the building, including:

- Entering the building and during the health screening.
- Common spaces such as restrooms, social hub, and meeting rooms.
- Exiting the building.
- If we receive a different directive from the State Board of Health or the CDC, we will modify this requirement accordingly.

**Q: What should I do if I test positive or am presumptive positive with COVID-19?**

A: **First and foremost – DO NOT COME TO THE OFFICE.**

- Notify Talent Management immediately so that they can begin your COVID-19 Emergency Sick Time.
- You will be required to remain out of the office for a minimum of 14 days.
- Talent Management will notify your leader that you are on a leave of absence but will not share why you are out, per HIPAA laws and regulations.
- Team members will be notified of possible exposure if someone in the office has tested positive but will not be given the name of the employee – to comply with HIPAA laws and regulations.
- Talent Management will conduct an investigation to determine co-workers who may have had close contact with the confirmed or presumptive positive team member in the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact.

**Q: What if I am exposed to someone outside of work who tests positive or is presumptive positive with COVID-19?**

A: **First and foremost – DO NOT COME TO THE OFFICE.**

- Notify Talent Management immediately and plan to self-quarantine and work remotely for 14 days.
- If no symptoms present you may be able to return to work after 14 days.
- If symptoms present, notify Talent Management immediately and begin your COVID-19 Emergency Sick Time.

**Q: Can/will I travel for business?**

A: Until further notice, all business travel is considered non-essential. If circumstances arise that lead you to believe that business travel is essential, you must receive approval from your OC leader.

**Q: Can I have visitors in the office?**

A: Until further notice, the only visitors permitted in the office will be board members, volunteers, and donors.

- Team members will plan to meet these visitors at the main door and use the conference room closest to the entrance, not touring throughout the suite. All other visitors are prohibited.
- Team members may not bring family members or friends into the office during this time.
- Our reception desk area will remain closed until further notice.

**Q: Can I have in-person meetings with other UWCI staff in the office?**

A: Yes, but in-person meetings will be limited to 10 persons or less and only in conference rooms that allow for social distancing of a minimum of 6 feet. All other conference rooms will be closed for group meetings (i.e. Bowen and enclaves).

- Additionally, if there are team members in the office and out of the office then all team members should participate in the meeting virtually via their own equipment, and not gather in a room together. This will permit social distancing and ensure that everyone is included in the meeting.
- Team members should continue to use TEAMS to conduct meetings and communicate with one another.
- We will follow the guideline of having no more than 50 persons in the office at a time. When the recommendation of 6 feet of social distancing changes we will modify the number of persons in the office.

**Q: Will we host other groups in our building?**

A: External group meetings (DRTCI, CIAVA) will not be permitted to use UWCI space until August. This could be delayed longer should recommended guidelines change.

**Q: How will we conduct job interviews and orientations?**

A: Interviews should be conducted via TEAMS whenever possible.

- External candidates should be interviewed using remotely technology.
- Internal interviews should not occur with more than 10 people and must be conducted in large conference rooms like Walker with social distancing.
- Orientations will be conducted via TEAMS until at least August and will be re-evaluated at that time.

**Q: How will trainings and WILTBM be conducted?**

A: All trainings and panels will be conducted via TEAMS until August and the delivery method will be re-evaluated at that time.

**RETURN TO THE OFFICE – CLEANING & DISINFECTION PROTOCOL:**

**Q: How will the office be cleaned before opening day?**

A:

- Cleaning and sanitizing all surfaces including high touch areas such as copiers, door handles, and conference rooms.
- Cleaning and sanitizing all appliances.
- Hand sanitizer will be provided in common areas.

**Q: How will the office be cleaned daily?**

A: The office will be cleaned by the building cleaning crew on a nightly basis. Additionally:

- If a conference room is reserved and used, then the person responsible for the meeting will be responsible for cleaning and disinfecting the room after use. Spray disinfectant and paper towels will be available in every meeting room.
  - Cleaning the room includes wiping down tables and chair arms and door handles.
- Team members will be expected to wipe down their desks upon arrival and prior to leaving each day. Spray disinfectant and paper towels will be available in each work area.
- Disinfectant will also be available next to each copier – if a team member must make copies then the team member should wipe the copier prior to and after use.
- Hand sanitizers, spray disinfectant, masks and tissues have been ordered and will be available upon return.

**Q: How will everyone be notified of these requirements in the office?**

**A:** Signage will be placed throughout the organization to ensure that individuals remember the expected conduct.

**Q: How will you ensure social distancing in restrooms?**

**A:** The middle stall will be closed in each bathroom to allow for social distancing.

- Additionally there is not to be more than two people in a restroom at a time.

**Q: What about the social hub and lunch?**

**A:** Team members may bring their lunch or order food externally with the following conditions:

- If ordering food externally, meet your delivery person in the lobby or outside.
- If you bring lunch you should eat at your desk or maintain 6 feet of space in the Social Hub or Cafeteria.
- We will not provide coffee or water so please plan to bring your own drinks to the office.
- You may use the refrigerator and microwave and all common spaces should be sanitized after being used.

## **RETURN TO THE OFFICE – OFFICE ETTIQUETTE:**

**Q: What are the expectations of etiquette for the office environment?**

**A:** We have a few guidelines on office etiquette to help maintain a safer environment.

- Wearing a mask when in common areas of the building/office (i.e. entry, social hub, restroom, park, etc.). Masks will be provided.
  - You may always wear a mask if you prefer.
- Respiratory etiquette – cough and sneeze into your elbow/sleeve and wash your hands immediately.
  - Please dispose of all tissues in trash immediately.
- Maintain a 6-foot distance from others when in common areas.
- Please do not linger or block traffic flow.
- Team members must adhere to the building signage including only 2 people to an elevator, using the stairwells in the appropriate direction and social distancing in the cafeteria.
- UWCI will promote regular and thorough handwashing by team members.

- Several doors will be propped open to limit hand touching. After using a room please prop the door back open and wipe down the door handle.
- Hand sanitizer will be placed outside of all restrooms to use after touching the door handle.