

Draft #2: COVID Considerations for Businesses ...

Updated: 05-May-2020

Site Access: Pre-Screening

- Daily touchless temperature scanning of employees and visitors is mandatory before entering the site.
- Before entering the site, you must answer the following questions:
 - Have you traveled by plane, train, bus, ferry or other public transport in the prior 14 days?
 - Have you had close contact with anyone that is COVID-19 positive?
 - Do you have any respiratory symptoms? (Cough, sneeze, congestion, etc)
 - If you answer Yes to any of these questions, you will be denied access, pending medical approval by the nurse.
- Everyone that is badged must enter and exit using the door closest to your work location.
- Visitors without badges must:
 - Provide a written statement regarding why tele or video conference is impractical.
 - Schedule their visit with security and be pre-approved by a salaried employee.
 - Remain in the lobby until the employee/escort is available

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While On-Site:

- Masks are mandatory for everyone, unless approved by the nurse.
 - If you bring your own mask it must our site guidelines
- Six foot separation rules apply everywhere on the site.
- Random touchless temperature scanning may occur throughout the work day. Participation is mandatory.
- If you have a temperature $\geq 100.4F$ (38C), you are expected to leave the site immediately, through the nearest exit.
 - You are required to disclose everyone with whom you have met
 - You are required to disclose everywhere you have been on the site
- No loitering or visits to ancillary areas that are not your assigned work location(s).
- No handshakes, fist bumps, elbow bumps, back slaps, high-fives, hugs, etc.
- Do not share phones, computers, pens, pencils, notebooks, etc.
- Wash and dry your hands frequently:
 - 20+ seconds w/hot water and soap is mandatory.
 - Dry your hands using disposable paper towels. (Electric air/blow dryers are disabled)
- Close all toilet lids before flushing.
- Cover all coughs and sneezes
- Clean and disinfect surfaces
- Break rooms are closed and food and snack machines are turned Off.
- Refrigerators and microwaves are turned Off and should not be used.
- Break and meal time activities involving cards, board games, etc are prohibited.
- No coffee pots. Employees will be issued one thermos; clean and fill it before arriving for work.
- Leaving the site for meals is unacceptable:
 - Employees will be issued one soft-sided insulated lunch bag. Bring your own meals and snacks.
 - We have arranged with DoorDash for meal deliveries from four nearby restaurants. Deliveries will be every hour between 11AM and 1PM. Meal orders must be placed no later than 10AM and 4PM.
 - No on-site or off-site meals provided by vendors (pastries, deli trays, buffet, etc)
- Water fountains are disabled. Bottled water is available in each dept.
- One conference room in each building is designated for hosting visitors. All other conference rooms are off-limits to visitors.

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Lobby & Waiting Rooms:

- Keep the Lobby locked and post a tele number for Visitors to call before granting entry.
- For all customers and visitors:
 - Temperature checks are mandatory. Anyone $\geq 100.4F$ ($38C$) is denied entry.
 - Limit customers and vendor to the lobby.
 - If possible, isolate customers to using only one conference room.
 - Prohibit employees from visiting the lobby.
 - Inquire about recent travels to known hot-spots.
 - Inquire about travels and health of whoever they share living quarters.
 - Limit the number of visitors (customers, vendor & family) allowed inside at any one time.
- Relocate furniture to increase distancing.
- Provide hand sanitizer.
- Provide sanitizing wipes for wiping down furniture, surfaces and TV remotes.
- Provide tissues and a waste basket w/lid for used tissues.

Offices, Conference Room, Treatment & Exam Rooms:

- Install doors on each room to inhibit airborne transmission to:from the public areas.
- If the rooms have exhaust fans, install electronic timers to enable air-exchange without running exhaust fans full-time.
- Install in-room air filtration that includes HEPA filters and activated charcoal filters and UVGI/UV-C light (not UV-A or UV-B). Consumer Reports recommends: Blueair 211+ and 605.
- Run air filtration units 7x24.
- Limit hallway access such that staff and customer hallway encounters are unlikely.
- One-way hallways wherever possible.
- Markings on the floor every six (6) feet.

Cube Farms:

- Use both air-exchange and air filtration
- If possible, increase separation.
- If low-wall partitions, increase partition height
- Tissues, hand sanitizers and sanitizing wipes

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Meetings:

- Whenever virtual meetings are impractical:
 - Limit the number of in-person attendees.
 - Doug's Five Rules for Meetings:
 - All meetings must have a comprehensive agenda, delivered 1+ hours before the meeting.
 - All meetings must have one leader to keep everyone focused on the agenda.
 - All meetings start on-time.
 - All meetings end on-time.
 - If a meeting cannot end on-time, it must end early.

Deliveries & Shipments:

- Limit the access of visitors to avoid importing the virus.

Limit Sharing of: Desks, equipment, tools, pens, binders/books, phones, fax & computers.

Multiple Shifts:

- Stagger shift Start:End times so that shifts do not overlap (mix) to reduce the risk of the shifts from infecting each other.

Meals:

- Turn-off refrigerators and encourage/incent employees to bring meals from home. Perhaps buying them an insulated lunch bag and re-usable ice pack
- Subsidize/cater meals so that employees are disincented from going-out for meals.
- Subsidize/take meal orders and have them delivered. Or, send only one employ to pick-up the meas.

Lunch & Break Rooms:

- Stagger meal breaks to reduce the risk of employees infecting each other.
- No card, board, coin/token games.
- Remove shared coffee pots.
- Provide bottled water at water fountain locations (disable the fountain)

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Bathrooms & Locker Rooms ... are the two dirtiest rooms in hospitals

- Virus is shed and lives in feces. When toilets are flushed, plumes of water/fecal aerosols are launched into airborne circulation.
 - Install toilet seats with lids (not strictly ADA compliant, but this rule needs to change)
 - Install signage to close the lid before flushing
- Eliminate hot-air/blow dryers.
 - If there is virus on surfaces, they stir-up air and increase the risk the virus becoming airborne.
 - If hands are not washed with warm, soapy water for 20+ seconds, they increase the risk the virus becoming airborne.
- Touchless fixtures are available:
 - Paper towel dispensers
 - Faucets
 - Toilets; touchless flush retro-fit kits are available.
 - Lever-style door handles can be opened using the wrist or forearm
- Air-exchange is highly effective. Install electronic timers for bathroom exhaust fans so that fans run for longer periods, but not full-time. Hint: Hospitals use air-exchange as one method to reduce the opportunity for infection.
- If you have multiple bathrooms, consider making them Unisex and assigning bathroom “teams.” If one person becomes ill, their risk will be limited to only the members of their team. If any employees live together, they should be assigned to the same team.

Pet Friendly Workplace?

- We know that COVID infect cats and dogs.
- Communicate your policy and adhere to it. It’s just another condition of continued employment.