



## **MONTHLY SAFETY BRIEF: INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN**

### **Purpose/Scope**

This policy was developed during the 2020 pandemic caused by SARS-CoV-2, the virus that causes COVID-19 respiratory disease. This policy outlines steps to be considered/taken to maintain the health of Hygieneering staff, clients, and facility visitors while maintaining business operations in the face of a pandemic.

### **Regulatory Guidance concerning Symptoms/Transmission and Recommended Response Actions**

With any pandemic, close attention to the reported virus transmission mechanisms and symptoms needs to be very closely monitored. Authorities such as CDC, OSHA and WHO should be continuously followed to respond to the most up to date information. Each virus has its own unique transmission and symptomology.

In general, viruses are thought to spread mainly from person to person, including:

- Between people who are in close contact with one another (within 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or nose of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get infected by touching a contaminated surface or object and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way a virus spreads.

As part of this policy, Hygieneering will designate a Pandemic Workplace Coordinator, when there is a pandemic. This person will be responsible for gathering appropriate information, working with management to set policy and ensure good communication with staff.

### **Worker Risk Assessments**

Develop and implement a written infectious disease preparedness and response plan specific to the pandemic. This should include documented risk assessments of the workplace, administrative & engineering controls, personal protective equipment, cleaning and disinfection procedures, and business operations plans. Ensure to address with special accommodations those employees who may be at higher risk (more susceptible workers).

Employee risk assessments will be performed to identify high, medium, and low risk employees, consistent with OSHA guidance. Using SARS-CoV-2 as an example:

- High exposure risk jobs generally refer to medical, healthcare, or mortuary workers around known or suspected sources of COVID-19.
- Medium risk jobs include those that require frequent and/or close contact (within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.
- Low exposure risk jobs include those that do not require frequent and/or close contact (within 6 feet) nor contact with people who may be known or suspected to be infected with SARS-CoV-2.

A similar rationale would be used to address each infectious disease potential. Response actions shall be developed for each of the risk categories identified.



Attachment 1 contains examples of employee communication of response actions taken to address the 2020 COVID-19 pandemic.

### **Employee Safety and Workplace Controls for COVID-19 Pandemic- March 2020**

The following employee safety and workplace controls are in place until further notice:

- The Office is closed for normal full operations until further notice.
- Employees are to work from home/or work remotely when feasible.
- Travel restrictions and guidance will follow those issued by CDC and US Government
- Practice social distancing (6 feet) between workers.
- Practice respiratory health and hand hygiene by wearing provided masks and hand sanitizer
- Practice regular cleaning and disinfection of high touch surfaces such as desks keyboards, door handles etc. using an EPA registered disinfectant for high touch surfaces.

Employee Safety and Workplace controls shall be implemented and updated to address pandemic guidance issued by OSHA, CDC, WHO and state/local regulatory requirements.

### **Administrative Controls**

Work Rules to Reduce Employee Transmission:

Sick employees are required to stay home

- Employees must notify their supervisor if pandemic disease symptoms occur
- Employees must notify their supervisor if family members are sick with symptoms and the employee has been exposed.
- Sick employees should not return to work until CDC isolation/quarantine steps are met, in coordination with employee's manager and consultation with a healthcare provider

Continue to disseminate the most up to date information on the pandemic to educate and update staff.

Post hand washing signage at the handwashing stations and in all the bathrooms in the facility to promote proper hand hygiene.

Employees and visitors to the office during this period are required to sign in daily.

Screen employees and visitors to the office with a thermometer and record results on sign in log as they enter the building as a best practice to monitor for symptoms and to assist in performing contact tracing.

Increase cleaning and disinfection in the building focusing on high touch locations.

Provide cleaning and disinfection educational info to employees on proper practices.

In the case of an employee that tests positive for COVID-19, the employee must complete the CDC guidance for quarantine. In addition, the employee must test negative for that disease prior to being allowed to return to the office or jobsites.

Employees who have been exposed a person who is positive for COVID -19 must quarantine for 14 days. Exposed means in proximity to the person for 15 minutes and less than 6 feet apart. These "exposed" employees have the option of being tested for COVID-19. Whether employees test positive or negative for COVID-19 or do not get tested, they must quarantine for 14 days. While they are quarantined and have no



symptoms, they are required to work remotely. They may re-enter the workforce in the office or the field after 14 days quarantine and are symptom free.

### **Engineering Controls**

Evaluate and make changes to office ventilation systems such as increasing the amount of outside air and increasing the hours of operation.

Consider the use of barriers in locations where there are high traffic areas and risk assessments identifies a need.

### **Pandemic Safety and Health Updates and Information**

Further information will be issued as necessary by Hygieneering's President or Senior CIH serving as our Workplace Pandemic Coordinator. Employee questions or concerns will be addressed by our Workplace Pandemic Coordinator.



I have received and reviewed the information contained within this document.

\_\_\_\_\_  
Employee Signature

*John Hill*  
\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## **ATTACHMENT 1**

### **EXAMPLES OF EMPLOYEE COMMUNICATIONS OF RESPONSE ACTIONS TAKEN TO ADDRESS THE 2020 COVID-19 PANDEMIC**



## MONTHLY SAFETY BRIEF: COVID-19 – CORONAVIRUS AWARENESS

### Introduction

Every day in the last few weeks, the situation regarding the existence and spread of the coronavirus disease 2019 or coronavirus (referred hereafter as COVID-19) has increased public concern and anxiety. Yesterday, the World Health Organization (WHO) declared the situation a Pandemic. This global situation will continue to evolve as we learn more about the spread of this virus. This safety brief focusses on providing you the current common-sense guidance to protect yourself and others and how this may affect your work activities.

### Reference Documents

To start with, the following are updated links with information and guidance on COVID-19 from recognized organizations like the CDC and OSHA.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak:

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

The OSHA COVID-19 webpage offers information specifically for workers and employers:

<https://www.osha.gov/SLTC/covid-19/>

### Hygieneering Risk Mitigation Measures

In line with direction from global health authorities, we are taking the following precautionary measures:

- Increased levels of cleaning and disinfection in our building.
- Providing hand sanitizer up at the front desk
- Continual monitoring of reputable government sources for the most up to date information that may affect our operations
- Providing our staff with guidance on this issue

You can also help support a healthy work environment by:

- Frequently washing your hands by using alcohol-based hand sanitizers or soap and water
- Avoiding touching your eyes, mouth, or nose
- Cover your cough or sneeze with a tissue and throw your tissue in the trash.
- Avoid handshakes. Use alternatives to a handshake, such as:
  - courteous nod
  - elbow touch/bump
  - phantom fist bump (not touching hands)
- If you have any flu like symptoms (including a fever of 100.4° F or higher, cough, or trouble breathing), do not report to the office. Stay home and call your Project Manager to discuss your situation.
- If you are traveling on an airplane or other mode of public transportation, consider wiping down all surfaces with a disinfectant wipe (arm rest, table, seat belt connector, etc.)



When visiting client locations, you may be asked to fill out paperwork regarding your current health status and recent travel outside the country. Please comply with these client requests.

Some of us may be involved with fieldwork regarding COVID-19 response actions in commercial office buildings or schools. As always, a risk assessment of your activities will be conducted and appropriate PPE will be selected to address your project.

As always, your health and well being are our main concern. Please contact your Project Manager if you have any questions or concerns.



**Coronavirus Awareness Quiz**

**No Quiz! – Just please sign below that you acknowledge and will adhere to the guidance set forth in this awareness document. Please send back to Jeanine as soon as possible.**

**Instructor(s) – John Feller, CIH, CSP**

\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date





## MONTHLY SAFETY BRIEF: COVID-19 – CORONAVIRUS AWARENESS Hygieneering Field Operations – COVID-19 Field Operating Procedure

Hygieneering management has provided several informational pieces and updates on our firm's response to the COVID-19 pandemic. This document serves as a summary Field Operating Procedure to our field team members for projects away from the office. As always, please contact your Project Manager with any questions and do not conduct any task that you feel does not address all safety and health issues properly.

The following are key elements of Hygieneering's COVID-19 Risk Reduction process:

### COVID-19 Risk Mitigation Measures for Field Operations

The Hygieneering management team is keeping up with authorities such as CDC, OSHA and States in which we operate regarding current pandemic guidelines and updating staff by issuing safety briefs and other updates, as necessary. In line with direction from Federal health authorities and our commitment to Safety and Health, we require the following precautionary measures:

#### Prevention

- You must practice social distancing and don, at minimum, a face covering when working near (within 6 feet) of other individuals. For some jobsites, based on your project Job Safety Analysis or client requirements, you may be required to don an N95 or cartridge respirator. If you are running low on face masks provided or need other PPE, please contact your Project Manager.
- Frequently wash your hands by using alcohol-based hand sanitizers or soap and water. If you do not have access to washrooms and sinks at your jobsite, you will be provided with wet cleaning towelettes and hand sanitizer. Please coordinate with your Project Manager.
- Avoiding touching your eyes, mouth, or nose
- Use your own personal protective equipment (e.g., hard hat, coveralls, etc.) and keep it clean.
- Avoid handshakes. Use alternatives to a handshake, such as a courteous nod.
- Identify where and how employees might be exposed to COVID-19 at work
  - For Hygieneering employees, exposure potential is present when working within 6' of an individual with an unknown case of COVID-19 without protective equipment.
    - i. To mitigate this, Hygieneering employees are required to wear PPE, including a face mask at minimum, when working within 6' of any individual.
- For some jobsites, you may be required to be temperature screened before entering.
- Some of us may be involved with fieldwork regarding specific COVID-19 response actions in commercial office buildings or schools. As always, a risk assessment of your activities will be conducted and appropriate PPE and safe work practices will be defined to address your project.
- For jobsites where Hygieneering has engaged a subcontractor, a daily pre-job safety review and temperature screening will be conducted.

#### Employee Illness Response Plan

- If you have any symptoms of COVID-19, do not report to the jobsite. Stay home and call your Project Manager to discuss your situation.
- Symptoms of COVID-19 are as follows:
  - Cough
  - Shortness of breath or difficulty breathing
  - Or at least two of these symptoms:
    - Fever ( above 104)
    - Chills



- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Separate Sick Employees
  - Employees who have symptoms during the shift should immediately be separated from other employees, or visitors.
  - If an employee has a known or suspected case of COVID-19, notify other employees that were working with the individual that they may have been exposed to COVID-19, and maintain confidentiality.
- Employees should notify their supervisor if symptoms occur
- Employees should notify their supervisor if family members are sick
- Sick employees should not return to work until CDC isolation steps are met, in consultation with a healthcare provider.

#### Other Safety Measures and Considerations

- When visiting client locations, you may be asked to fill out paperwork regarding your current health status and recent travel outside the country. Please comply with these client requests.
- Avoid public transportation if possible. If you must travel on an airplane or other mode of public transportation, consider wearing gloves and wiping down all surfaces with a disinfectant wipe (arm rest, table, seat belt connector, etc.)

#### Business Operations & Response Plans

Hygieneering will comply with clients' sick employee/guest response and reporting plans in the case of an employee becoming sick at work testing positive for COVID-19 and has visited your facility. In the case that it arises, Hygieneering will develop its own sick employee guest response and reporting plan. The plan will be in accordance with CDC guidelines, and may include cleaning and disinfecting, and fresh air ventilation.

#### Reference Documents

The following are updated links with information and guidance on COVID-19.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak:

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

The OSHA COVID-19 webpage offers information specifically for workers and employers:

<https://www.osha.gov/SLTC/covid-19/>



**COVID-19 Field Operating Procedure Quiz**

**No Quiz! – Just please sign below that you acknowledge and will adhere to the guidance set forth in this awareness document. Please send back to Jeanine as soon as possible.**

**Instructor(s) – John Feller, CIH, CSP**

\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## MONTHLY SAFETY BRIEF: WORKING FROM HOME

### Introduction

Due to the recent COVID-19 pandemic, many of us are working from home and staying out of the office. Since working from home can be difficult for many reasons such as distractions, lack of an office or defined workspace, an upset schedule, and many other reasons, I asked Amy to put together this safety brief to help us out. Thanks Amy!

Amy researched and outlined tips for us that can make working from home easier and more productive.

### Tips for working from home:

- Set up a “safe” workspace.
  - Ensure that your space is ergonomically correct. If possible, work at a desk, kitchen table/counter with a proper chair. Working from a couch or lounge chair is not ergonomically correct;
    - See this link for guidance: <https://images.app.goo.gl/FWXR7KG1LV7aWXPbA>
  - Ensure that the workplace has adequate lighting.
  - Your work area must be of a good size to accommodate equipment and documents used.
  - Cabinets, bookshelves and other furniture should not prevent safe and rapid egress from the work area in the event of an emergency. Make sure all cabinets and drawers remain in the closed position when not in use.
  - Make sure your home has a functioning smoke detector. This is law in Illinois.
- Cord Management
  - Ensure that all cords are arranged safely and do not pose a trip hazard.
  - Cords should not be spread across walkways, or in a common path of travel.
  - Ensure that cords are arranged so that they are not draped over other equipment, or in a way that would pull or drag other equipment down.
- Watch out for electrical safety
  - Pay attention to electrical outlets and cords
  - Never overload outlets
  - Make sure that all your home electrical equipment is UL listed.
- Set up a quiet workspace that is functional.
  - Designate a specific work area that is separate from personal areas used for other activities.
  - Set boundaries with people that are sharing the workspace.
- Make sure you take a five-minute break every thirty minutes or so.
  - This will allow you to get up to do some exercises such as walking around or stretching.
  - This will also give your eyes a break from the computer screens.
- It is important to change positions throughout the day.
  - Working in the same position can cause back and neck pains.
- Eat healthy.
  - Working from home gives you full access to the kitchen and snacks.
  - When working in the office, you are limited to what you brought for lunch.
  - Choose fruits and vegetables instead of chips and cookies.



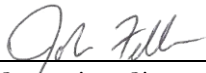
- Have a daily routine.
  - Create a morning routine that will help you wake up and start working.
  - Set a work schedule with specific work hours and stick to it.
  - Make a to-do list.
  - Have an end-of-the-day routine that signals the workday is over and separate yourself from your work.
- Be mindful of security risks.
  - Jodi sent out an email warning us about websites or emails that do not seem legit.

**Working From Home Quiz**

**No Quiz! – Just please sign below that you acknowledge and will adhere to the guidance set forth in this awareness document. Please send back to Jeanine as soon as possible.**

**Instructor(s) – John Feller, CIH, CSP**

\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



## MONTHLY SAFETY BRIEF

### HYGIENEERING OFFICE – SAFE RETURN TO WORK – COVID-19 GUIDELINES

#### Introduction

As you know, America is opening again slowly. This guidance is in anticipation of when we do start getting our office operations back to “normal”. It is our goal to maintain the Hygieneering office space as a “low-risk environment” for contracting COVID-19. To do this, we have taken many extra precautions.

Per CDC Guidelines, we have designated a COVID-19 Workplace Coordinator. John is the primary resource for COVID-19 related issues and their impact in the workplace.

#### Big Picture

Please read the details provided in this safety brief, but here is the big picture:

- We continue to follow state and local authoritative guidance on opening our office and will adhere to directives provided. Note: This is constantly updated so this Safety Brief direction is subject to revision.
- We do not see Hygieneering office operations returning to “normal” in 2020.
- The office is currently in operation with Financial Services and Bob, Hygieneering’s Senior Management representative, present.
- Limited controlled visits by staff will be permitted by John when necessary to conduct project work.
- We will continue to work remotely and slowly get back into the office on a staggered/minimal basis in the coming weeks. At this time, we anticipate a slow opening beginning sometime in June, but at this point a specific date has not been determined.
- We have provided much COVID-19 information to date concerning our related work practices, PPE, administrative and engineering controls in place to protect our staff and our clients. This Safety Brief will re-enforce this guidance and outline the plan for a more active office environment in the weeks to come.

#### Hygieneering Office Operations/COVID-19 Protective Procedures

##### *When will the office open again?*

We do not have a specific date yet, but when it does, it will be gradual. Even after the office re-opens, the work-from-home policy will remain in place for those workers that can do so effectively. This is intended to reduce the amount of people in the office at any given time. We will call it Back-to-the-Office Phase I. The plan is to open with the following limited staff:

- Financial Services staff
- Bob
- Rotation of Senior Management staff
- Administrative/front desk support from Jeanine or Tracy (rotation)
- Jodi and Dawn as needed
- Field staff for project work that needs to be completed in the office
- Visitors – with restrictions outlined below



## ***What do I need to do different arriving at and working in the office?***

### Arriving at the Office

- DO NOT report to work with any COVID-19 symptoms or if you have been in contact with confirmed/suspected COVID-19 individuals.
- Before an employee enters the office, each employee shall stop at the Temperature Check station that will be set up in the lobby. An administrative staff member may be there to conduct the scan, but if not, all employees coming into the office are required to self-scan. If your temperature is above 100°F, you must return home and notify your supervisor immediately.
  - After a self-scan, each employee will wipe down the thermometer with a disinfecting wipe after use.
  - Instructions for the thermometer will be located at the Temperature Check station.
- Everyone entering the office must wear a face covering, such as a surgical mask (available at the Temperature Check station), that covers the nose and mouth. The face covering is required whenever an employee is walking through common areas. The face covering may be removed whenever you are working alone in your office, your workstation or a conference room.
- Employees arriving at the office should use the hand sanitizer located at the Temperature Check station or enter the restroom to wash hands.
- Follow previously issued guidance on personal hygiene and hygiene etiquette (i.e.: sneezing, greeting, avoid touching face, etc.)

## ***What do I need to do different when working in the office?***

### Office Staffing

- A maximum of 16 people are allowed in the office at one time.
- For employees working in workstations (cubicles), there should be at least one cubicle open in between each employee. This means, at most, there should only be a maximum of 4 people working in the cubicle area. This will assist in achieving the social distancing requirement.
- Directors and managers will work with employees to determine the office work schedule.

### Physical Distancing

- Maintain 6 ft. physical distancing at all times, in meeting rooms, the kitchen and break rooms.
- When not seated and outside of your office or workstation, a face covering must be worn.
- Do not share your workspace with another person.
- Do not have any physical contact with others (no handshakes, high fives, or “pats on the back”).

### Common Rooms

All common areas will have maximum occupancy requirements:

- **Entrance and Exit** – Avoid congestion at the entrance and exit doors. If you notice that a person is coming in or out, stand back (at least 6 feet) and let them enter/exit, and then proceed.
- **Restrooms** – Limit two persons. While it is preferable that only one person use the restroom at a time, we understand this may present a challenge at times. Therefore, we suggest that you try to limit restroom usage to one person at a time but maintain social distancing when two persons are present.
- **Kitchen** – No more than two people are allowed in the kitchen at a time. Use hand sanitizer or wash your hands before and after using kitchen appliances (refrigerator, dishwasher, microwave, toaster, toaster oven, coffee pot). Wipe down kitchen appliances after use with a sanitizing wipe. All kitchen utensils will be available for use, however, you must load your own dishes into the dishwasher. Staff is encouraged to bring their own kitchen utensils from home and wash at home.



- **Break Area** – No more than one person is permitted to sit at each table when face coverings are removed for eating/drinking. No more than five people allowed in the break room at one time. Social distance of 6' between individuals must be maintained. When you are done eating or sitting at a table, the table should be wiped down with a disinfecting wipe.
- **Printer/Copier room** – Only one person is permitted in this room at a time. If you enter the room to use the printer/copier, close the door until you are finished. The touchscreen on the printer, as well as any other equipment used (stapler, paper cutter, etc.) must be wiped down after use. When you are done and you leave, you may leave the door open. Wash your hands after leaving the room.
- **Conference Room** – Use of the conference rooms for meetings is discouraged. If it is necessary to hold a meeting in this room, no more than three people are allowed, and social distancing must be maintained.
- **Shared Offices** – If you work in a shared office, the workspace should be set up to ensure 6' of separation between the workstations. No more than two people are allowed in any shared office at a time.
- **Front Desk** – The glass window at the front desk will remain closed at all times. All mail and shipping items will be put into the lobby for the mail person or shipper to have access without entering the office area.
- **IH/ENV Lab** – If you are returning equipment (i.e. PID, 4 gas meters, etc.) for general use, please wipe down the equipment with sanitizing wipes. Please wipe down microscope and benchtop areas following use.
- **Visitors/vendors** – At this time there is still a restriction on all visitors and all visits need to be approved through the COVID-19 Workplace Coordinator. Vendors such as copy machine maintenance, HVAC maintenance, etc. will be allowed in the office with the following restrictions:
  - There will be a Hygieneering staff member responsible for escorting them and explaining our office rules.
  - Visitors are required to wear face covering at all times and adhere to other office protocols outlined herein.
- **Training Center** – Use of the Training Center for personnel outside of Hygieneering or G3 is prohibited without approval from the President. When the Training Center is used, the following requirements apply:
  - One person per table;
  - No more than a total of 10 people are allowed in the room, this includes the instructor;
  - Social distancing should be maintained;
  - Hands-on exercises are prohibited unless procedures are in place to reduce the likelihood of physical contact between individuals and all items are cleaned and sanitized prior to use by different personnel.

### ***What else is being done to protect the office staff?***

#### *Enhanced Office Cleaning*

We have increased the cleaning and disinfection in the office. High touch areas are addressed daily.

If a known suspected or confirmed case of COVID-19 is present at the office, the office will be closed for a period to be determined based on circumstances of the event. Tracking and additional appropriate cleaning and disinfecting will be performed at a minimum.

#### *HVAC System Operation*

We have increased the amount of outside air into the building and increased the hours of operation of the HVAC system to provide additional fresh dilution air ventilation.





### **Conclusion**

This information is intended to ensure that the Hygieneering office is as clean and safe as possible when employees return as part of this Phase I. This Safety Brief was compiled using information provided by OSHA, CDC, and the White House Guidelines for Opening up America Again.

When the time is right, we will issue guidance for a Phase II opening, which will relax some of the infection control steps outlined.



## MONTHLY SAFETY BRIEF – JULY 7, 2020

### HYGIENEERING OFFICE STATUS & SAFE RETURN TO WORK – COVID-19 GUIDELINES

#### UPDATE

Understandably, many have been asking about the status of our office and when we will be re-opening. The short answer is that we are not ready to make that decision yet. But when we do re-open, it will be gradual and purposeful. The June Safety Brief covered guidance in anticipation of when we do re-open our office operations back to “normal” (page 2 of this Safety Brief). The purpose of this July Safety Brief is to ensure consistent safe work practices among our core office staff, visiting staff and visitors who work in our office at this time.

#### Current Status of Office Operations and Procedures for Working in the office

The office is currently in regular daily operation with our core office staff consisting of Financial Services and Bob, Hygieneering’s Senior Management representative, present.

Limited controlled visits by other HYG staff will continue to be permitted by John when necessary to conduct office-based project work. Please email John at least 24 hours before you need to be in the office and advise him when and what you will be working on. John will approve the visit and alert our core office staff of the visit and other safety management team members to prevent overpopulation in the office. A sign in and sign out sheet will be at the front desk for visiting staff to record their coming and going. Tracy or Jeanine will maintain an office occupancy Calendar beginning this month to document who is present for contact tracing compliance purposes.

To be clear, when working in the office during this time period before our official office Phase I reopening, all employees are required to be in good health (free of all COVID symptoms). All non-core visiting employees are to sign in and sign out and to don a facial covering/mask (available at the front desk) and wear it at all times in the building unless working alone at your workstation or in a large room with population density posted.

Visitors/vendors – At this time there is still a restriction on all visitors; including trainers and training classes. Any visits from vendors or client reps need to be pre-approved though John, our COVID-19 Workplace Coordinator. Vendors such as copy machine maintenance, HVAC maintenance, etc. will be allowed in the office with the following restrictions:

- There will be a Hygieneering staff member responsible for ensuring a temperature check is performed, they are signed in and out and are escorted and explained our office rules. This has been Bob to date.
- Visitors are required to wear face coverings at all times and adhere to other office protocols outlined herein.

We will continue to work remotely until further notice. Please contact John with any issues that you may be encountering working remotely prior to implementing our reopening Phase I Back-to-the-Office Plan.



## **Hygiene Office Operations/COVID-19 Protective Procedures – Phase I Re-Opening**

We do not have a specific date yet, but when we do, it will be gradual and purposeful. After the office re-opens, the work-from-home policy will remain in place for those workers who can do so effectively. This is intended to reduce the amount of people in the office at any given time. We will call it Back-to-the-Office Phase I. The Back-to-the-Office Phase I Plan is to open with the following limited staff:

- Financial Services Team
- Bob
- Rotation of Senior Management staff
- Administrative/front desk support from Jeanine or Tracy (rotation)
- Jodi and Dawn as needed
- Field staff for project work that needs to be completed in the office
- Visitors – with restrictions outlined above

### ***What do I need to do different arriving at and working in the office?***

#### Arriving at the Office

- DO NOT report to work with any COVID-19 symptoms or if you have been in contact with confirmed/suspected COVID-19 individuals.
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  - After a self-scan, each employee will wipe down the thermometer with a disinfecting wipe after use.
  - Instructions for the thermometer will be located at the Temperature Check station.
- Everyone entering the office must wear a face covering, such as a surgical mask (available at the Temperature Check station), that covers the nose and mouth. The face covering is required whenever an employee is walking through common areas. The face covering may be removed whenever you are working alone in your office, your workstation or a conference room.
- Employees arriving at the office should use the hand sanitizer located at the Temperature Check station or enter the restroom to wash hands.
- Follow previously issued guidance on personal hygiene and hygiene etiquette (i.e.: sneezing, greeting, avoid touching face, etc.)

### ***What do I need to do different when working in the office?***

#### Office Staffing

- A maximum of 16 people are allowed in the office at one time.
- For employees working in workstations (cubicles), there should be at least one cubicle open in between each employee. This means, at most, there should only be a maximum of 4 people working in the cubicle area. This will assist in achieving the social distancing requirement.
- Directors and managers will work with employees to determine the office work schedule.

#### Physical Distancing

- Maintain 6 ft. physical distancing at all times, in meeting rooms, the kitchen and break rooms.
- When not seated and outside of your office or workstation, a face covering must be worn.
- Do not share your workspace with another person.
- Do not have any physical contact with others (no handshakes, high fives, or “pats on the back”).



### Common Rooms

All common areas will have maximum occupancy requirements:

- **Entrance and Exit** – Avoid congestion at the entrance and exit doors. If you notice that a person is coming in or out, stand back (at least 6 feet) and let them enter/exit, and then proceed.
- **Restrooms** – Limit two persons. While it is preferable that only one person use the restroom at a time, we understand this may present a challenge at times. Therefore, we suggest that you try to limit restroom usage to one person at a time but maintain social distancing when two persons are present.
- **Kitchen** – No more than two people are allowed in the kitchen at a time. Use hand sanitizer or wash your hands before and after using kitchen appliances (refrigerator, dishwasher, microwave, toaster, toaster oven, coffee pot). Wipe down kitchen appliances after use with a sanitizing wipe. All kitchen utensils will be available for use, however, you must load your own dishes into the dishwasher. Staff is encouraged to bring their own kitchen utensils from home and wash at home.
- **Break Area** – No more than one person is permitted to sit at each table when face coverings are removed for eating/drinking. No more than five people allowed in the break room at one time. Social distance of 6' between individuals must be maintained. When you are done eating or sitting at a table, you should wipe it down with a disinfecting wipe.
- **Printer/Copier room** – Only one person is permitted in this room at a time. If you enter the room to use the printer/copier, close the door until you are finished. The touchscreen on the printer, as well as any other equipment used (stapler, paper cutter, etc.) must be wiped down by the user after use. When you are done and you leave, you may leave the door open. Wash your hands after leaving the room.
- **Conference Room** – Use of the conference rooms for meetings is discouraged. If it is necessary to hold a meeting in this room, no more than three people are allowed, and social distancing must be maintained. Masks are required when using the conference room if social distancing cannot be maintained.
- **Shared Offices** – If you work in a shared office, the workspace should be set up to ensure 6' of separation between the workstations. No more than two people are allowed in any shared office at a time.
- **Front Desk** – The glass window at the front desk will remain closed at all times. All mail and shipping items will be put into the lobby for the mail person or shipper to have access without entering the office area.
- **IH/ENV Lab** – If you are returning equipment (i.e. PID, 4 gas meters, etc.) for general use, please wipe down the equipment with sanitizing wipes. Please wipe down microscope and benchtop areas following use.
- **Training Center** – Use of the Training Center for personnel outside of Hygieneering or G3 is prohibited without approval from the President. When the Training Center is used, the following requirements apply:
  - One person per table;
  - No more than a total of 10 people are allowed in the room, this includes the instructor;
  - Social distancing should be maintained;
  - Hands-on exercises are prohibited unless procedures are in place to reduce the likelihood of physical contact between individuals and all items are cleaned and sanitized prior to use by different personnel.
  - Masks will be required when social distancing cannot be maintained.
  - If a trainee gets up from the table to use the restroom, take a break, etc., masks are required.

### ***What else is being done to protect the office staff?***

#### Enhanced Office Cleaning

We have increased the cleaning and disinfection in the office. High touch areas are addressed daily.



If a known suspected or confirmed case of COVID-19 is present at the office, the office will be closed for a period to be determined based on circumstances of the event. Tracking and additional appropriate cleaning and disinfecting will be performed at a minimum.

#### HVAC System Operation

We have increased the amount of outside air into the building and increased the hours of operation of the HVAC system to provide additional fresh dilution air ventilation.

#### Conclusion

This information is intended to ensure that the Hygieneering office is as clean and safe as possible when employees return as part of this Phase I. This Safety Brief was compiled using information provided by OSHA, CDC, and the White House Guidelines for Opening up America Again.

There is no date set yet for our Phase I reopening.

When the time is right, we will issue guidance for a Phase II opening, which will relax some of the infection control steps outlined.