



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.