

# SCOTT RICE

## PREPARING TO GO BACK TO THE OFFICE POST COVID-19

### PLANNING FOR THE UNKNOWN: SAFETY FIRST

Like many other Kansas City area organizations Scott Rice has been researching and planning our next steps to reopen our offices. Returning to work after Covid-19 will take patience and coordination from both our employees and clients. We will be returning to a new way of working while maintaining safety and social distancing.

### IF YOU HAVE ANY QUESTIONS PLEASE CONTACT

Jim Wilkinson, Vice President | e: jimw@scottrice.com | p: 913.227.7720

### SCOTT RICE OFFICE RE-ENTRY

1. Survey to team members on their preference and individual concerns for re-entry.
2. Establish schedule that reduces the total number of employees in a facility at a given time, allowing them to maintain distance from one another.
  - a. Group 1: Monday & Tuesday
  - b. Wednesday Sanitize
  - c. Group 2: Thursday & Friday
3. Discontinue nonessential travel. Regularly check CDC travel warning levels at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).
4. Establish screening procedure including taking of temperature. Random Covid-19 testing plan and antibody testing as they become available. (see attached)
5. Vendors, Service personnel and drivers (if they that must enter the building) and customers coming into the building must check in with the front desk and sign our check in log and be screened with screening procedure.
6. Plan if someone has above normal temperature:
  - a. Isolate any person who has above normal temperature, signs and/or symptoms of Covid-19 or other corona and influenza pandemic virus.
  - b. Provide PPE including masks and gloves.
  - c. Immediately arrange for that person to go home and to contact their medical provider.
  - d. Obtain information of contacts and locations visited in the building. (Disinfect area as soon as possible using Vital-Oxide sanitation process) (see CDC Interim Guidance)
7. Developing emergency communications plans, including Zoom meetings for answering workers' concerns and internet-based communications.
8. Provide Personal Protective Equipment.
  - a. Provide hand sanitizer and place strategically throughout the space.
  - b. Provide surgical masks in each zone for employees and customers. They are to be worn when outside of personal work space and/or in a meeting space per CDC Guidelines.
  - c. Provide disinfectant wipes.
  - d. Glove will be provided as needed for sanitation.
  - e. Other protective equipment will be provided as job requirements deem necessary.

## **FACILITY UPDATES**

1. Increase ventilation rates in the HVAC System.
2. Update Restrooms.
  - a. Change faucets to hands-free.
  - b. Add hands free soap dispensers.
  - c. Add toilet seat covers.
3. Provide hand washing signs in restrooms.
4. Install hands-free Ice/water machine.
5. Provide posters and emails with up-to-date education and training on COVID-19 or other corona and influenza pandemic viruses risk factors and protective behaviors. (e.g., cough etiquette and care of PPE) (see attachments).
6. Provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, virucidal disinfectants, and disinfectant disposable towels for workers to clean their work surfaces.
7. Provide hands free trash receptors at all common area touch points.

## **CLEANING/SANITIZING**

1. Vacuum carpet nightly.
2. Sanitize touch points during the day as each persons protocol and cleaning crew each night.
3. Sanitize work areas. (Desktops, phones, Chair armrests etc.)
4. Clean portable devices and key cards.
5. Clean office and conference room door handles.
6. Clean common areas. (break areas, refrigerators, microwaves, water dispensers, snack machines)
7. Sanitize entire space once per week with Vital Oxide sanitation process to cover all surfaces:
8. Deep clean hard and soft surfaces per scheduled maintenance plan. (see attached)
9. Disinfect frequently used personal items and surfaces as much as possible.

## **OFFICE PROTOCOLS**

1. Sick workers should stay at home.
2. If someone in your household has tested positive for Covid-19, do not go to work. Contact your medical provider.
3. If children are sick, work from home.
4. If you have an underlying health condition that can put you at an increased risk, work remotely. People who are at higher risk for illness; 65 years and older, chronic lung disease, moderate to severe asthma, serious heart condition, immunocompromised, severe obesity, diabetes, chronic kidney disease or liver disease
  - a. <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
  - b. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
5. Follow CDC guidelines for return to work of a Covid-19 positive employee. <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
6. Masks should be worn when outside of personal work space and/or in a meeting space per CDC Guidelines. (see New England Journal articles regarding possible transfer of virus through speech and breathing)
7. Maintain a minimum of 6 feet apart per CDC guidelines.
  - a. Avoid large group meetings unless social distancing can be utilized with 6 foot spacing.
  - b. Associate should physically distance when taking breaks together with 6 foot spacing.
  - c. Stagger breaks, don't congregate in the break room and don't share food or utensils.

8. Minimize contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework when feasible.
9. Use apps when possible for tasks such as reserving rooms. Scott Rice is evaluating app options for other touch points such as copiers and height adjustable desks. In the interim use virucidal disinfectant wipes after each use of common space items.
10. Discourage associates from using other's phones, desks, offices, or other work tools and equipment.
11. If common areas are used, disinfect touch points using disinfectant wipes provided after each use.
12. Remove all personal items from your desk. (photo frames, figurines, etc)
13. When you need to sneeze or cough do so into a tissue or the inside of your elbows
14. Avoid touching your face.
15. Avoid hand shaking.
16. Promote regular hand washing or using of alcohol-based hand rubs. Associates should wash hands when they have come in contact with foreign surfaces and after removing any PPE if applicable.
17. Restroom doors
  - a. Open doors using a paper towel that was used to dry your hands. Throw towel away in receptacle outside the restroom.
  - b. Signs to be posted.
18. Exterior doors
  - a. Leave doors open if weather permits.
  - b. Open doors using paper a towel provided. Throw towel away in receptacle inside the door.
  - c. A sign will be posted on outside of door.
  - d. Post sign outside front door that all visitors must check in.
19. Conference rooms
  - a. Leave doors open when possible.
  - b. Open doors using a paper towel provided. Throw towel away in receptacle near the door.
  - c. Adhere to social distancing and number of people allowed in each room.
  - d. Signs to be posted.

## **FLOOR PLANS**

1. Create Zones for building with leaders who will:
  - a. Make sure only people that belong in that zone are the only ones in that zone.
  - b. Oversee monitoring temperature of employees. (Self-Reporting)
  - c. Help health department with tracing if someone tests positive for Covid-1.
  - d. Follow CDC guidelines for return to work of Covid-19 positive employee.
2. Create meeting areas that are accessible without going through other zones
3. Install physical barriers/screens, such as clear plastic in closely located work stations.

## **FOOD/DRINK**

1. Use disposable dishware and utensils.
2. Bottled water offered at this time – until the water/ice machine is changed out.
3. Bring food, beverages (including coffee), from home.
4. Please maintain social distancing while eating. We recommend eating at your desk instead of the work café.
5. At this time we are implementing no use of refrigerator unless approved ahead of time.
6. Wipe down microwave before and after use.
7. Wipe down vending machine before after use.
8. Wipe down customer refrigerator before and after use.

**SCOTT RICE HEADQUARTERS OCCUPANCY LIMITS:** Based on 60 sqft per person, new max occupancies would be as follows:

- Convene – 137 sqft – 2 people
- Connect – 151 sqft – 2 people
- Communicate – 247 sqft – 4 people
- Back break room – 384 sqft – 6 people
- Finish library – 146 sqft – 2 people
- Library meeting space outside Doug’s old office – 120 sqft – 2 people
- Escape – 100 sqft – 1 person
- Explore – 526 sqft – 8 people
- Inspire (media:scape in lobby) – 207 sqft – 3 people
- Discover – 739 sqft – 12 people
- Integrate – 150 sqft – 2 people
- Relate (pm room) – 113 sqft – 1 person
- Ed’s old office – 127 sqft – 2 people
- Retreat (adjoining Ed’s old office) – 51 sqft – 1 person
- Cove (break room corner) – 79 sqft – 1 person
- Break Room (food prep counter space/seating space only) – 522 sqft – 8 people