

WITT O'BRIEN'S
PART OF THE SEACOR FAMILY

RETURN TO **WORK** GUIDELINES



RETURN TO WORK GUIDELINES

Any return to work plan must, fundamentally, protect the health and safety of employees, clients, and the communities in which we work and live.

All sites are different and will require local level analysis and planning. The following is intended to provide a framework to facilitate the decision-making process that will take place before offices can reopen and employees can return to work.

OBJECTIVES

- Provide a set of criteria that leadership teams can use when thinking through openings/closures
- Establish site readiness expectations
- Support workforce planning
- Emphasize the need for critical communications

CHECKLIST

Office already open? Or opening in the coming days? The following is a checklist to help you ensure your office is ready to reopen in a safe, healthily, organized and effective manner. If you do not plan to re-open in the next 30-days, the below *Timeline until reopening* provides a more detailed breakdown of the steps that should be taken, 30, 15, 5 and 0 days out from reopening.

NOTE: This checklist is provided as a guide only and should not be treated as an exhaustive list of all considerations that may be required.

- | | | |
|--|--|--|
| <input type="checkbox"/> Do local, state, and national government restrictions allow us to open the office? | <input type="checkbox"/> Are business leaders and managers prepared to phase their people back into an office setting? | <input type="checkbox"/> Is strong internal messaging about new processes, support and rational prepared from leadership? |
| <input type="checkbox"/> Can employees travel safely from their homes to the office? | <input type="checkbox"/> Is signage displayed in high traffic areas reminding employees of requirements for social distancing, hand-washing, etc.? | <input type="checkbox"/> Are you prepared to communicate with external stakeholders including suppliers, contractors and customers? |
| <input type="checkbox"/> Have HR policies been updated? (special accommodations for 'at risk' staff or those with additional challenges) | <input type="checkbox"/> Has cleaning (sanitizing/disinfecting) of the entire office been completed? (special attention to common areas and restrooms) | <input type="checkbox"/> Will you ask all employees to attest to being free of COVID-19 symptoms and isolated from anyone with known symptoms? If so, do you have a questionnaire and system prepared? |
| <input type="checkbox"/> Is workforce planning complete? Including capacity planning? (See details below) | <input type="checkbox"/> Is there a process to maintain continual sanitizing/disinfecting of the office? (consider daily or multiple times per day) | <input type="checkbox"/> Have you updated your visitor policy? (e.g. no visitor at first; then, once appropriate, requirement to capture contact info and 14-day travel history from each visitor) |
| <input type="checkbox"/> Can we secure the supplies employees will expect us to have (masks, hand sanitizer, cleaners, etc.)? | <input type="checkbox"/> Has site technology been tested? Computers updated after a long period offline? | <input type="checkbox"/> Have you established and communicated protocols for anyone reporting symptoms? |
| <input type="checkbox"/> Is the building in which our office is located open and operating with needed services (cleaning crews, building security, etc.)? | <input type="checkbox"/> Have you removed some chairs in conference rooms and common areas to support social distancing? | <input type="checkbox"/> Are you prepared to have to close the office again at any point? |

OFFICE CAPACITY PLANNING

It is important to re-evaluate your office capacity in light of social distancing. Maintaining a two-meter distancing will require a significant reduction in capacity and a reorganization of furniture in many offices.

What capacity can your office run?

Hot desking should be avoided unless thorough cleaning and sterilization can be guaranteed between users.

Prioritize which staff need to return to the office, and which can continue to work effectively from a remote location. This is likely to breakdown along business functions. If everyone from one business function needs to return, can

they space out into areas usually occupied by other functions? What are the implications for IT? Personal belongings that may have been left on desks?

Is a shift system needed to allow everyone into the office who needs to come in? If so, make the shifts and rotations formal. Communications will be essential and must be clear and include all employees – even those that may not be directly impacted.

Consider coding employee access cards to restrict access outside of their allotted shift time – some companies are color coding access cards based on designated shift (e.g. Red-Shift /Blue-Shift).

Additional Considerations: Community Health

- Are the number of new cases flattening or decreasing over the last two weeks?
- Is testing widely available for anyone who has symptoms or wants to see if they have Covid-19?
- Do hospitals now have capacity to deal with non-urgent and/ or non-Covid related conditions?
- Have restrictions on public transportation and schools been lifted?



TIMELINE UNTIL OPENING



30 DAYS FROM RETURNING: SITE READINESS

- Rearrange workspace based on capacity planning to ensure adequate social distancing between workstations, desks, offices, etc.
- People movement and traffic flows marked with signs or floor tape
- Acquire landlord protocols for reopening
- Inform critical and non-critical vendors of return and phased approach
- Confirm adequate supplies are onsite (hand sanitizer, masks, disinfectant wipes, soap, personal protective gear) and quantify a standard of surplus: 90 days, 60 days etc.
- Confirm amenities are in working order: AC systems, water, restrooms, recycling
- Pest control
- Communicate actions being taken to ensure safety to staff: inform staff on any new policies, procedures, workplace configurations, social distancing guidelines, etc



15 DAYS FROM RETURNING: A FULL CLEANING INSPECTION OF BUILDING

- Verify restroom start-up has been completed by building maintenance
- Verify operations of elevators, people movers, escalators
- Fire systems checked: alarms, doors, emergency egress
- Mail services: notify express couriers of return
- Set AC to normal operating settings
- Check security systems and alarms for operational condition
- Confirm all floor markings are in place to control traffic and social distancing
- Kitchens: check all appliances are working, sanitized
- Conduct training on new policies/procedures, change in workplace configurations, etc. for returning staff -via teleconferences, virtual meeting software, etc.
- Communicate actions being taken to ensure safety to staff



5 DAYS FROM RETURNING: INCREASE VENTILATION / FRESH AIR

- Full building walk-through by designated site leadership and/or management team
- Conduct training on new policies/procedures, change in workplace configurations, etc. for returning staff – via teleconferences, virtual meeting software, etc.
- Communicate actions being taken to ensure safety to staff



OPENING DAY

- Support functions (IT, HR etc.) should have adequate staffing to answer potential swell in questions/concerns as staff adapt to return
- Maintain advanced cleaning. Consider using a checklist or audit system to track when and how cleaning is conducted
- Communication: Ensure frequent reminders about new protocols

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