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| MEMORANDUM |

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| Date: | June 8, 2020 |  |  |
| To: | All Staff |
| From: | Kevin Senn, Greg Fasiano, Jason Drew, Charlene Palmer, Starlene Regalado, Lorrie Cook |
| Subject: | Office Re-opening Guidelines |

As shared in previous communications, our committee has diligently reviewed the numerous local, state, and federal health directives. Based on this, and with additional input from many of you as well as the Management Team, we have prepared the following guidelines for re-opening NCE’s offices. Details will adjust as information evolves, and these guidelines refer to external documents that will be maintained on a regular basis.

Please review the following information. Your health is our primary concern, and we appreciate your working together to keep everyone safe.

**Office Re-opening**

1. A list of the responsible individual for implementing the plan at each office is available in Attachment 1. Contact your Regional Manager for questions on any aspect of the plan.
2. We have compiled contact information for local health departments (or COVID 19 hotlines) in Attachment 1, along with links to information from county, state, and federal websites.
3. We have identified and created the necessary signage postings for each office.
4. References for preventing the spread of the virus in the workplace – Attachment 1
5. Re-opening communication/presentation
6. The recorded presentation must be viewed by every employee before returning to their office, and an associated form submitted acknowledging it has been completed. Admins from each office will send a link to the form for each employee requesting office access. Admins will have access to the responses via [https://forms.office.com](https://forms.office.com/Pages/DesignPage.aspx)
7. Re-Entry screening protocols
8. Returning to office will require a self-assessment form be filled out for each day in the office. This form needs to be completed BEFORE coming into the office, or you will be sent home. Admins from each office will send a link to the form for each employee requesting office access. Admins will have access to the responses via [https://forms.office.com](https://forms.office.com/Pages/DesignPage.aspx)
9. Cleaning and disinfecting protocols have been developed and are described in Attachment 2
10. Physical distancing practices to be followed when in NCE offices are also described in Attachment 2
11. Masks are required to be worn in all NCE offices
12. Employees may ‘unmask’ only in the privacy of their own office with the door closed; and a sign should be placed on your door requesting visitors knock and give you time to replace your mask
13. Guest/Visitors
14. Guests and visitors are currently not allowed. To be re-evaluated by management team

**Equipment & Supplies**

1. These items have been purchased and are on site for each office:
2. Cleaning supplies: Admins to monitor usage and maintain adequate supply - Attachment 2
3. Personal Protective Equipment (PPE) -– Attachment 2
4. Each office has received a thorough cleaning by landlord or cleaning firm
5. Modifications to offices, workspaces, and amenities
6. Workstation separation by partition or no less than 6 feet apart
7. Common areas/amenities**\***(signage: maintain minimum 6-foot distance)
* Kitchens
* Bathrooms
* Copy/Reproduction Rooms
* Conference Rooms
* Elevators, stairs, and halls

*\*These are related to common space internal to each office; employees are encouraged to take appropriate precautions in common space outside the office as well*

1. Priority returnees/office capacity
2. Prioritize staff to return to office – The following was discussed and agreed to by management team:
* 1st - Admin and finance
* 2nd - CAD Designers and GIS Users
* 3rd - Managers/Group Leaders
* 4th - Supervisors
* 5th - Remaining Staff
1. Determine maximum occupancy in first phase of re-opening by office. Determine if staggered office use is necessary, based on priority
2. Evaluate or identify who should continue to telecommute

**Ongoing Daily Operations for Open Offices – see Attachment 3**

**Resurgence/Infections within firm  (In development)**

1. Reporting
2. Inform Supervisor immediately
3. Supervisor informs HR
4. Internal contact tracing
5. HR/Supervisor alerts coworkers with close contact (within 6-ft for prolonged period of time) in the previous 2 weeks. Alert the office to the positive test.
6. Self-quarantine of coworkers who had close contact in that office and potential reclosing of office
7. Communication to management and firm
8. Follow protocol for notices  (in development)
9. Confirm with confidentiality policies
10. Metrics/Protocols for affected office
11. Sanitizing/Disinfecting
12. Whether to close and timing for re-opening

Office Re-Opening Plan - Attachment 1

**Plan Implementation Personnel – COVID Contact Information/Websites**

Plan implementation representative by office:

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| --- | --- | --- | --- | --- |
| Reno | Lorrie Cook |  | Tahoe | Nora Jones |
| Sacramento | Kehly Del Rio |  | Richmond | Lydia Alderete |
| Oakland | Matthew Gaber |  | Fountain Valley | Charlene Palmer |
| Las Vegas | Tom Van Dam |  | Phoenix | Jeff Stempihar |

Local health department or COVID-19 hotline contact information:

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| --- | --- | --- | --- | --- |
| Washoe County Health Dept | 775-328-2427 |  | Douglas County COVID19 Hotline | 775-283-4789 |
| Sacramento County Health Dept | 916-875-2400 |  | Contra Costa County Health Dept | 925-313-6712 |
| Alameda County Health Dept | 510-267-3250 |  | Orange County Health Dept | 800-564-8448 |
| Southern Nevada Health District | 702-759-1000 |  | Maricopa County Health Dept | 844-542-8201 |

Additional information can be obtained via county websites:

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| <https://www.washoecounty.us/health/programs-and-services/communicable-diseases-and-epidemiology/educational_materials/COVID-19.php/> |
| <https://gethealthycarsoncity.org/novel-coronavirus-2019/?fbclid=IwAR14h5mMu71YFFbzmj9JTRXh10JYry5oyP1i7FrETcq-VrjEyQkK1gEc9D4> |
| <https://www.saccounty.net/COVID-19/Pages/default.aspx> |
| <https://www.contracosta.ca.gov/7773/COVID-19-Resources> |
| <http://www.acphd.org/2019-ncov.aspx> |
| <https://occovid19.ochealthinfo.com/> |
| <https://www.southernnevadahealthdistrict.org/coronavirus#cases> |
| <https://www.maricopa.gov/5460/Coronavirus-Disease-2019> |

State and Federal information websites:

<https://nvhealthresponse.nv.gov/>

<https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-home>

<https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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

Office Re-Opening Plan - Attachment 2

**Cleaning & Disinfecting – Physical Distancing Guidelines**

**Cleaning and disinfecting protocols (use guidance provided by CalOSHA )**

1. Use wipes to sanitize commonly used surfaces at the start and end of each workday
2. Use wipes to sanitize shared equipment (i.e., copier keypad/feeder, postage machine), after each use
3. Use wipes to sanitize touchable surfaces after each use (i.e., kitchen counters, cabinet handles, microwave keypad)
4. Provide time for employees to clean personal work areas
5. Direct third-party cleaning companies to disinfect touch points as they leave the office

*Optional:*

1. Install new HVAC filters

**Provisions supplied by NCE:**

* Disinfectant surface cleaners
* Disinfectant wipes
* Hand sanitizer and dispensers (individual sanitizer, wherever possible)
* Hand soap
* Paper towels
* Masks
* Gloves

**Physical distancing guidelines (use guidance provided by CalOSHA ):**

1. ***Employees only*** in our offices, no outside clients permitted at this time (cleaning staff exemption),
2. Reconfigure office spaces and cubicles to maximize physical distancing
3. Use visual cues to remind staff of physical separation by at least six feet (e.g., signs or colored tape)
4. When possible, configure one-way traffic patterns for movement in office hallways
5. USPS, Fedex, UPS deliveries placed in tagged box located either inside or outside office entry
6. Decrease capacity for conference and meeting areas using minimum 6-foot separation guide
7. Decrease capacity in common areas using minimum 6-foot separation guide
8. Restrict elevator capacity to one person

Office Re-Opening Plan - Attachment 3

**Ongoing Daily Operations for Open Offices**

1. **Cleaning and disinfecting:**
2. Use wipes to sanitize commonly used surfaces at the start and end of each workday
3. Use wipes to sanitize shared equipment (i.e., copier keypad/feeder, postage machine), after each use
4. Use wipes to sanitize touchable surfaces after each use (i.e., kitchen counters, cabinet handles, microwave keypad)
5. Provide time for employees to clean personal work areas
6. Direct third-party cleaning companies to disinfect touch points as they leave the office

**Provisions supplied by NCE:**

* Disinfectant surface cleaners
* Disinfectant wipes
* Hand sanitizer and dispensers (individual sanitizer, wherever possible)
* Hand soap
* Paper towels
1. **Physical distancing:**
2. ***Employees only*** in our offices, no outside clients permitted at this time (cleaning staff exemption),
3. Reconfigure office spaces and cubicles to maximize physical distancing
4. Use visual cues to remind staff of physical separation by at least six feet (e.g., signs or colored tape)
5. When possible: one-way traffic patterns for movement in office hallways
6. USPS, Fedex, UPS deliveries placed in tagged box located either inside or outside office entry
7. Conference and meeting areas reduced capacity using minimum 6-foot separation guide – *employees only at this time*
8. Common areas reduced capacity using minimum 6-foot separation guide
9. Restrict elevator capacity to one person
10. **Masks: Required to be worn in common areas and when interacting with others**
11. Employees may ‘unmask’ in the privacy of their own office with the door closed
12. Shared equipment – see A-2 above
13. Personal workstations – see A-4 above
14. Common areas/amenities – see A-1,2, 3 above
15. Conference rooms
16. Employee use only, at this time – adhere to minimum 6-foot separation for capacity