



## Return to Work Protocols

### Introduction:

B&D will reoccupy our offices only when local and state governments allow, and then only when we can do so safely and in compliance with sound health and safety protocols. Our employees' health and wellbeing remain our paramount concerns and we will not do anything that compromises those priorities.

### Office management:

Ongoing COVID-19 response management circumstances require that our work environment be different upon our return. Specific changes include:

1. Office occupancy:
  - a. We will re-open the DC office at approximately 35% occupancy during the initial return-to-work phase. Regional offices will re-open at approximately 50% occupancy, depending on location. Increases beyond this percentage will be made as circumstances allow.
  - b. Employees will work physically separate from each other. In addition to reducing office occupancy initially, we will also require that employees be separated by a physical barrier or appropriate distance. Your manager will inform you in the near future of the seating and separation plans for your office.
  - c. B&D will provide employees with the following sanitation supplies and personal protection equipment (PPE) for use in the office:
    - i. Disposable face masks
    - ii. Disposable gloves
    - iii. Sanitizing wipes
    - iv. Anti-bacterial hand soap
    - v. Hand sanitizer
    - vi. Disinfecting spray

B&D will make every effort to procure these supplies in sufficient quantities. If we are unable to do so, employees may find their own and be reimbursed for the expense or they may work from home until the supplies are available.



- d. If working half-time or more from a B&D office, employees should return to the office all B&D IT equipment they took home while working remotely. Please notify an IT team member when you return the items so our equipment inventory records can be updated.

## 2. Employee health:

- a. Employees should discuss with their supervisors as soon as possible any concerns they have about returning to the office.
- b. No employee should come to the office if he/she is not feeling well. **Each employee will be responsible for performing a self-check each day before coming to the office.** Any employee who answers yes to any of the following questions must stay home.
  - i. Do you have a fever (temperature over 100° F) without having taken any fever reducing medications?
  - ii. Do you have a loss of smell or taste?
  - iii. Do you have a cough?
  - iv. Do you have muscle aches?
  - v. Do you have a sore throat?
  - vi. Do you have shortness of breath?
  - vii. Do you have chills?
  - viii. Do you have a headache?
  - ix. Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, or loss of appetite?
  - x. Have you, or anyone with whom you have been in close contact, been diagnosed with COVID-19 or been placed in quarantine for possible contact with COVID-19?
  - xi. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

It is vitally important that you monitor your health closely to protect yourself as well as your colleagues.



- c. Do not return to work until you feel better and are symptom-free for fourteen (14) days without the use of fever-reducing or other symptom-altering medicines or you have been cleared to return by a physician. Please keep your supervisor informed of your health status.
  - d. Go home immediately if you become ill at work. Please notify your supervisor of your departure.
  - e. Keep a log of your in-person contacts.
- 3. Business travel:
  - a. Do not travel for business unless approved by your supervisor.
- 4. In-office behavior:
  - a. Personal conduct:
    - i. Wear a mask in all public areas of the office. Masks are not required in private offices or personal cubicles, but may be worn if you choose.
    - ii. Wash your hands upon coming to the office.
    - iii. Do not use other workers' phones, desks, chairs, IT equipment, or personal property.
    - iv. Do not share offices or work stations.
    - v. Follow appropriate sanitation and social distancing practices, including:
      - 1. Covering your coughs and sneezes with a flexed elbow or tissue and not with your hand.
      - 2. Avoiding touching your mouth, eyes, and nose.
      - 3. Washing your hands frequently with soap and water for at least 20 seconds.
      - 4. Using an alcohol-based hand sanitizer frequently if hand washing is not readily available.
      - 5. Wiping commonly used surfaces in your work area (e.g., keyboards, phones, chair arms, desk tops, etc.) regularly with disinfecting spray or wipes.
      - 6. Keeping sanitizing supplies (sanitizer and wipes) readily available.
      - 7. Minimizing your time in crowded areas.
      - 8. Maintaining at least 6' of space between you and others both in and outside the office.



9. Riding elevators by yourself.
  10. Distancing yourself from individuals who are symptomatic.
  11. Avoiding conventional greetings, particularly handshakes, high-fives, etc.
  12. Avoiding ride-sharing services and public transportation as much as possible or at least wearing face masks and practicing social distancing when riding.
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- vi. Assist with maintaining a sanitary office environment by keeping public areas (kitchen, conference rooms, restrooms, etc.) in clean and orderly condition. It is everyone's responsibility to protect our work environment.
  - vii. Do not have personal packages shipped to the office.
  - viii. Do not have food delivered to the office.
  - ix. Do not invite or bring visitors to the office, including friends and family, especially children.
  - x. Keep your work area free from paper, personal belongings, etc. to ease the cleaning process.
  - xi. Dispose of used PPE properly.
  - xii. Immediately report any health or safety concerns to your supervisor or a member of the Human Resources team.
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- b. Conference room use:
- i. Avoid in-person meetings. Continue to use audio and video conferencing.
  - ii. If you must use a conference room:
    1. Stay six feet apart from other attendees.
    2. Stay at or under the revised capacities of conference rooms. (Revised capacities will be posted in each room.)
  - iii. To avoid transmission risks, we will change our conference room setups in the following ways:
    1. Reducing seating.
    2. Removing all shared IT equipment (keyboards, mice, and phone).
    3. Removing white board supplies (markers, erasers, etc.).

Anyone needing IT equipment or white board supplies will need to bring their own to the conference room.



iv. After each conference room use, B&D employees must:

1. Wipe down chair arms and table areas with disinfecting spray or wipes.
2. Wipe down all A/V remote controls with disinfecting spray or wipes.
3. Clean the white board (if used).

B&D will provide disinfecting spray, sanitizing wipes, hand sanitizer, and paper towels in each room.

c. Copy room / area:

- i. Wipe down / disinfect copier controls after each use.
- ii. Wipe down / disinfect any other office equipment that was touched (stapler, paper cutter, 3-hole punch, binder, etc.).

d. Kitchen area use:

- i. To reduce the possibility of transmission, we will no longer provide the following:
  1. Coffee via bulk brew machines. We will provide single-serve brewers only.
  2. Bulk disposable silverware. We will provide individually wrapped, single-serve silverware or employees may bring their own.
  3. Bulk disposable plates and bowls.
  4. Reusable cups or glasses.
  5. Shared utensils (e.g., knives, cutting boards, cleaning sponges, etc.).
  6. Ice. (Ice machines will be turned off.)
  7. Canned or bottled beverages and juices.
  8. Snack packages.
  9. Shared snacks of any kind (e.g., candy, doughnuts, cookies, pretzels, etc.).
- ii. Wipe down / disinfect the coffee maker, water cooler, microwave, refrigerator, and faucets after each use.
- iii. Remove your items from the refrigerator each day. Do not store overnight.

e. Restroom use:

- i. Avoid more than one person in a restroom at one time.
- ii. Wear masks to and from the restroom.

5. Landlord-provided areas:



- a. Follow all landlord / property management guidelines.
- b. Avoid high-traffic and high-touch areas of the building (e.g., fitness center).
- c. Avoid riding elevators with others.
- d. Consider self-park vs. valet parking options (if you drive to work).

We hope that many of the measures outlined above are temporary and we can return before long to what we considered a few months ago to be “normal.” In the meantime, however, we ask for everyone’s cooperation and assistance in managing the COVID-19 realities as well as possible. We know some of these new protocols are inconvenient, but remember, everything we do is with our employees’ health and wellbeing in mind.

Please contact Kevin Keegan or a member of the HR team with any questions.