



# REOPENING OFFICE SPACE

## MANDATORY REQUIREMENTS

- A. All persons working in or visiting an establishment, including but not limited to airports, seaports, and mass transit facilities and vehicles, shall wear a facial covering as described in Emergency Order 20-20, except that facial coverings shall not be required:
  - a. for children under the age of two years;
  - b. for persons who have trouble breathing;
  - c. where Federal or state safety or health regulations prohibit the wearing of facial coverings; or
  - d. for persons engaged in strenuous physical activity.Additional PPE may be required of persons engaged in specific activities as described in the Handbook.
- B. Placement of trash containers for face coverings and other personal protective equipment (PPE) near exits and entrances and other common areas
- C. Any establishment that has an on-site employee or contractor who tests positive shall close for the shorter of:
  - a. the time needed for all staff to be tested and the establishment to be deep-sanitized as specified in the Handbook; or
  - b. 14 days from the date such employee or contractor was last onsite at such establishmentWhere an establishment has multiple floors or structures, only those structures or floors where the infected person was present are required to be deep-sanitized as a condition of re-opening, and only those employees working in such structures or on such floors must be tested.
- D. Comprehensively clean facilities each night and thoroughly disinfecting all frequent touch points and emptying all trash receptacles using solid waste bags that are double-bagged and securely sealed
- E. Use reasonable efforts to ensure that on-site customers, employees, contractors and vendors maintain appropriate social distancing, as recommended by the then-current CDC guidelines, which may include, but are not limited to, marking floors at appropriate intervals or providing other visible systems to identify the appropriate social distance
- F. Limit capacities of elevators to ensure social distancing
- G. Install hand sanitizer at entry points and through site
- H. Enhanced sanitation of all common areas. Touch points (doors, stairwell handles, light switch, elevator switch, etc)
- I. Placement of trash containers for face coverings and other personal protective equipment (PPE) near exits and entrances and other common areas
- J. Post CDC signage in publicly trafficked locations emphasizing measures to “Stop the Spread of Germs” and to exercise social responsibility
- K. Clean and disinfect bathrooms every two to three hours
- L. Prior to reopening, flush plumbing and run water in sinks to eliminate stagnant water from the period of mall/store’s closure
- M. Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID-19 issues
- N. Post a business contact email address and/or telephone number for employees/customers to contact if they have questions or concerns
- O. If faced with infection, immediately report the number of infected, timing of infection and proposed remediation plan to relevant local authorities. All staff must be tested, deep sanitization of workplace must be conducted, and entire office building including non-affected offices must be closed until all common areas are sanitized, consistent with requirement C above.



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- P. Install hand sanitizing stations at entrances and in common areas
- Q. Offices with cubicles or open space designs must establish the minimum 6 feet of social distancing required; or install physical barriers between workstations (e.g., plexiglass partitions) to ensure distancing
- R. Procure increased amounts of soap, hand sanitizer, cleaning materials and equipment
- S. Call centers with multiple employees utilizing the same consoles must establish alpha/bravo shifts and clean and sanitize equipment between shifts
- T. All visitors and tenants must sanitize hands at time of building entry
- U. Place signs outside and inside the elevators and other common areas (e.g., restrooms, breakrooms) to summarize key messages: restrictions to capacity, distancing, use of face coverings
- V. For medical offices, create separate entrances for those with medical issues
- W. Play areas and gyms must be closed until such areas are open via Emergency Order declaration
- X. Install CDC signage located at the entry, lobby/waiting area, elevators, escalators, restrooms and tenant entrances mandating social distancing and proper hand washing/sanitizing, over communicate the protocols throughout the building common areas
- Y. Install visual/physical markings on floor and areas to accomplish distancing, arrange waiting areas to allow for proper social distancing (e.g., for check-in and elevators)
- Z. All building tenants and visitors must wear facial coverings while in the building
- AA. Limit use of common conference rooms, lunchrooms and other common areas or schedule use to reduce gathering of large numbers of tenants or visitors
- BB. Clean and sanitize all high touch surfaces in common areas, including railings, seats, ATMs, kiosks and elevator buttons every two to three hours; discontinue use of common drinking fountains
- CC. Comply with any restrictions or requirements imposed pursuant to any Executive Order issued by the Governor, including, but not limited to, building capacity restrictions (new)
- DD. Reduce seating in breakrooms/common areas to ensure minimum 6' physical distance and where possible, establish a single point of entrance

## **ADDITIONAL ENCOURAGED GUIDELINES**

- A. Employer commitment to referring symptomatic employees for testing and contact tracing
- B. Prepare basic hygiene protocols to re-open areas that haven't been operated for a long time (HVAC filters, check for mold, flush plumbing and run water in sinks to eliminate stagnant water)
- C. Designating quarantine rooms for infected individuals and deep clean after use
- D. To the extent possible, offices should stagger arrival times of employees, alternate employees coming to the office and encourage teleworking and digital communication
- E. Distinguish between different types of buildings to determine occupancy, using space calculator to help ensure proper social distance while at desks. (e.g., go from 1 person per every 150 SF/change to 1 person per every 350 SF)
- F. When possible, require tenants come to lobby to accept deliveries to limit use of elevators and stairs by visitors; establish a drop area for packages so that they may be disinfected and/or left undisturbed overnight before being handled
- G. Upgrade/install ventilation including HVAC filters per OSHA guidance
- H. Setup clear protocols based on leading indicators (e.g., thermometer temperature spikes, thermal scanning spikes, increased absenteeism) and lagging indicators (e.g., staff health visits above pre-defined rate, community spread in retailer locale)



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- I. Design work group shifts to minimize contacts between employees and ensure easier tracking and tracing, as possible, and implement staggered breaks to reduce large group gatherings
- J. Avoid meetings of more than 5 participants and encouraging virtual meetings
- K. Require non-core functions to work from home, as possible
- L. Implement testing programs for high risk employees
- M. Provide or coordinate safe transportation to work allowing for social distancing
- N. Allow for flexible schedules for childcare and sick time
- O. Staggered breaks to reduce large group gatherings
- P. Discourage entry to site of visitors and contractors, unless needed for operations
- Q. Discourage car valet parking
- R. Set up self-checkout lines and contactless payment, as applicable
- S. Acknowledge in writing the review and understanding of relevant industry association and union organizations guidelines, including capability checklists and reference to WHO, DOH and CDC guidelines