

Koley Jessen's Plan for Returning to the Office



DISCLAIMER: This Plan was created specifically for Koley Jessen based on our specific facts and circumstances. Every organization is unique and should do what works for them. The information provided in this document does not constitute legal advice and is for general informational purposes only.

KOLEY ■ JESSEN

ATTORNEYS

Plan for Returning to the Office

- Office remains at level 3: Employees need approval to work in the office
- Effective Monday, May 18th
 - Additional “pre-approved” employees have the option to work in the office
 - Approximately 25% of employees
 - Department chairs will work with their teams to establish pre-approved list and to coordinate schedules
 - If necessary/appropriate, any rotations will be one or two weeks in duration
 - No change for our skeleton crew
 - Unscheduled office visits (effective Saturday, May 16th)
 - Outside of normal business hours: Permitted to visit the office without permission
 - During normal business hours: Requires permission from Exec. Committee member
- Reassess situation after two weeks

- You must feel well
- You or anyone you live with must not be under quarantine
- Minimize spaces you visit and time in office
- Wipe what you touch
- Self document date/time of visit, floors on, who you interacted with

Safety Precautions for Return to the Office



1 – Office Entry Protocol

- Employee reporting process: 1) Notify ‘Receptionist’ if scheduled and not in the office 2) Self track by date (floors visited, interactions, guests)
- Reduced elevator capacity and safety reminder signs
- Employees encouraged to check temperatures daily at home or in the office (touchless thermometers available on each floor at copy centers near the kitchens)
- No outside vendors (other than necessary such as FedEx/UPS)

2 - Cleaning Protocols

- Weekly disinfectant mist (includes workstations and offices)
- Daily disinfectant wipe of common areas (does not include workstations and offices)
- Employees: ‘Wipe what you touch’

3 – Safety Supplies

- Employees will be provided
 - Individual bottle of sanitizer and disposable masks will be at your workstation
 - Cloth masks and a ‘Clean Key’ have been ordered – feel free to wear your own mask if you prefer
- Sanitizer and disinfectant wipes / spray available in common areas

4 – Office Layout

- Adjustments to 8th floor reception area and conference rooms to promote distancing
- Touch-free garbage cans
- Kitchens: Individually packaged food/drink/medicine only and disposable cups, plates and utensils. Coffee is permitted and employees may use the refrigerator (wipe what you touch)

5 – Employee Standards

- Stay home when you don’t feel well
- Wear a mask when not at work station or office
- Minimize and sanitize ‘office footprint’ (‘Wipe what you touch’, Maintain 6 ft, Clean your hands)

6 – Social Distancing Plan

- Continue virtual meetings if at all possible (client meetings - 8th floor only)
- Limit face-to-face interactions (maintain 6 ft)
- Travel protocol: 1) Business travel approved by Exec 2) Any travel involving hotels or airplanes require 14 day quarantine (temporary)



Response Plans

1. Suspected COVID
 - At work
 - At home
2. Positive COVID
3. Return to work

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

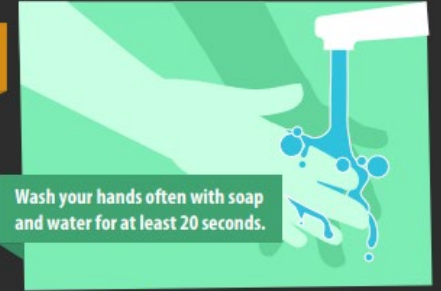


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



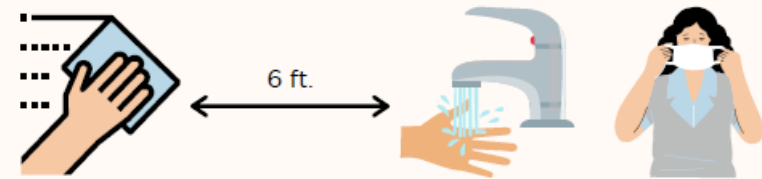
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

3/20/20 4 April 7, 2020 9:58 AM

Post at elevator banks and hopefully building lobby (working with Colliers)

Simple Rules to Follow

1. Wipe what you touch
2. Maintain 6 ft.
3. Clean your hands
4. Wear your mask



Keep our workplace safe!

Post in common areas (kitchens, conference rooms, print areas, restrooms, etc) on KJ floors

Safety Precautions for Return to the Office

1. Office Entry Protocol

- Employee Reporting Process
 - If scheduled and not in the office, send note to 'Receptionist' before 9:00 AM daily
 - Each employee self tracks by date (floors visited, face to face interactions, guests)
- Employees are encouraged to check temperatures each day at home
 - Temperature checks are not required to enter the building
 - Thermometers available on each floor at the copy centers near the kitchen
- Elevators: Elevator capacity will be reduced (Colliers will be posting signs)
- 1st Floor Lobby: Colliers will be posting safety signage
- No outside vendors (other than necessary such as Fedex/UPS)

2. Cleaning Protocols

- Weekly disinfectant mist (entire office includes workstations/offices)
- Cleaning Crew: Nightly disinfects common areas (excludes workstations/offices)
- Employees:
 - 'Wipe what you touch' in common areas (kitchen, conference rooms, print areas)
 - Daily wipe down workstation/office

3. Safety Supplies

- Individual bottles of sanitizer, masks (disposable and cloth) and a Clean Key (<https://www.getkeysmart.com/products/cleankey>) will be provided to each employee
- Hand sanitizer and disinfectant wipes / spray will be available in common areas

4. Office Layout

- Touch-free garbage cans in common areas
- 8th floor reception area: Seating adjusted for 6 feet of separation, table setup for deliveries, sneeze guard and ropes for receptionist
- Conference rooms: Seating adjusted for 6 feet of separation, disposable masks available, portable sneeze guards available
- Paper recycling only
- Kitchens: Individually packaged food/drink/medicine only and disposable cups, plates and utensils and the soda machine will not be available. Coffee is permitted and employees use the refrigerators (wipe what you touch)

5. Employee Standards

- Stay home when you don't feel well
- Masks are required when not at work station or in office
- Sanitize equipment and personal items before bringing them back into office
- Cover coughs/sneezes
- Wash/sanitize hands frequently
- Minimize # of times you touch your face
- Minimize and sanitize 'office footprint' (Wipe what you touch)
 - Stay on your floor if at all possible
- No food brought in for celebrations to be shared
- Monitor yourself for symptoms of the virus (fever 100.4 or above, cough, runny nose, sore throat, nausea and vomiting, shortness of breath); notify HR immediately if any of these symptoms develop
- Don't circulate hard copies of magazines or newspapers
- Sanitize office and work station daily
- **HELP REQUESTED: We are struggling to maintain supplies of disinfectant wipes / spray. If you bring in your wipes / spray and send a note to Human Resources, you will be entered in a drawing for a \$50 Amazon gift certificate**

6. Social Distancing Plan

- Work schedules: Gradually bring the team back into the office vs all at once
- Limit face-to-face interactions (maintain 6+ ft of distance per CDC guidelines)
- Travel Protocol: 1) Business travel must be approved by Exec Committee 2) Any travel involving hotels or airplanes require 14 day quarantine (no office visits)
- In-office meetings should only be conducted if absolutely necessary
- Client Meeting Protocol: 1) 8th floor conference rooms only 2) Clients documented by host employee 3) Masks required for meetings (available in conference rooms) 4) Serve room with 'Reception'
- Kitchen: 'Wipe what you touch' and maintain 6 feet of separation

Reminders for May 18th Opening

- Follow our 4 simple rules to help keep our workplace safe:
 1. Wipe what you touch (printers, door handles, coffee machine, etc. – there are disinfecting materials available)
 2. Maintain 6ft at all times from other people
 3. Clean your hands (regularly wash with soap for 20 seconds, use hand sanitizer, etc.)
 4. Wear your mask at all times when not at your work station
- If you don't feel well or have come into contact with someone with COVID (or suspected to have COVID), stay home!
 - We encourage you to monitor your temperature daily either at home before work or at the office.
 - Touchless thermometers should be available on each floor at the copy centers near the kitchens starting next Monday for this purpose (please remember to wipe down after your use).
- In-office meetings
 - Virtual meetings should continue to be used whenever possible
 - Any in-person client meetings must be held on 8th floor in one of the designated conference rooms (you will need to arrange with Reception to reserve the room, confirm capacity, etc. – please plan as far in advance as possible as our conference room capacity will be dramatically reduced)
 - Maintain at least 6 feet between all attendees (unless part of same family unit) at all times
 - We are asking all employees and all guests to wear masks – disposable masks will be available at reception for this purpose
- Safety supplies
 - Disposable masks and individual bottles of hand sanitizer will be at your work station when you arrive next week
 - Cloth masks and 'key clean' orders have been delayed and should arrive within 1-2 weeks. If you have your own mask that you prefer to use, that is fine
 - Bring in sanitizing wipes for yourself and send a note to 'Human Resources'. You will be entered in a drawing to win an Amazon gift card.
- LAA and skeleton crew support
 - Please be conscious of the workload on skeleton crew as they are serving as the physical presence of the entire department. You may coordinate with them on scanning and mailing documents, but you should not use them for other LAA functions
 - Please continue to work with your assigned LAA (e.g., remotely, as applicable)
- Ideas for exchanging documents while social distancing
 - Sanitize hands before and after exchange of papers
 - Setup LAA inbox/outbox away from LAA's work station
 - Individuals in offices can position guest chair close to the door to serve as inbox/outbox (note, however, that you should not expect the skeleton crew to be checking your inbox)
 - Remember to add your guests to your tracking list (see below)
- Printers use
 - We encourage use of the Sharp Copier printers vs the Lexmark printers that are located near staff areas
- Reporting process
 - Send an email to 'Receptionist' if you are on the approved list but will not be in the office.
 - Track floors visited, face-to-face interactions and guests in the attached excel file (it is printable, but we would encourage you to save to your desktop and fill-in daily – or dictate for your assistant to fill in for you).
 - Face-to-face interactions for this purpose are defined as (i) inadvertently coming within less than 6 feet of someone without wearing your mask, or (ii) being in the same room or immediate vicinity with someone for more than 15 minutes