



GOING GREEN

What You Will Need To Know

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GOVERNOR'S GUIDANCE IN GREEN PHASE

- **Continued telework strongly encouraged**
- **In-person operations require compliance with new Business & Building Safety requirements**
- **Building occupancy can be up to 75%**



GOVERNOR'S GUIDANCE IN GREEN PHASE

- **Childcare may re-open with restrictions**
- **Congregate care restrictions in place**
- **Schools may re-open subject to state and federal guidelines**



GOVERNOR'S SOCIAL RESTRICTIONS

- **Large gatherings of more than 250 prohibited**
- **Bars and restaurants 50% occupancy**
- **Barber shops and personal care services 50% and by appointment only**
- **Indoor recreation 50% occupancy**
- **All entertainment open to 50% occupancy**



REOPENING IN GREEN

- **Governor's guidance sets the floor not the ceiling**
- **Companies may consider a staged opening - returning employees by department and on-site needs**
- **Consider voluntary onsite work where possible until social distancing is ceased**
- **If on-site, what to do with those who fail to return**



REOPENING IN GREEN

- **If covered by FFCRA, be sure to document requests for leave**
- **Consider weekend hours and limit building access**
- **Instruct employee to remain in their work area as much as possible**



REOPENING IN GREEN

- **Social distancing may require building modifications**
- **Workstations sufficient to allow employees to separate by 6 feet**
- **Partitions that extend above head level between workstations**



REOPENING IN GREEN

- **Where employees working within 6 feet of walkways, consider partitions**
- **Where employees share common work areas, implement frequent cleaning**
- **Be sure conference rooms allow for distancing**



REOPENING IN GREEN

- **Consider frequent cleaning, closing or limit access to certain common areas**
 - Cafeteria
 - Vending machines
 - Break areas



REOPENING IN GREEN

- **High touch points subject to frequent cleaning. Provide access to sanitizer:**
 - Doors
 - Railings
 - Elevators
 - Bathrooms



REOPENING IN GREEN

- **Have a professional evaluate HVAC and ventilation in building**
- **Establish single direction hallway traffic if possible**
- **Encourage frequent hand washing**



REOPENING IN GREEN

- **Increase ventilation**
- **Cure for pollution is dilution**
- **Disable demand control valves**
- **Consider opening minimum outdoor air dampers**



REOPENING IN GREEN

- **Frequently change air filters**
- **If you decrease ventilation at night, change that practice**
- **Consider HEPA filters**



UNANSWERED QUESTIONS

- **Masks in green**
- **Possibility of infections**
- **Lawsuits due to infection**
- **Penalties for violating “guidance”**



USE OF FACEMASKS

- **CDC has recommended that individuals wear face masks when in public.**
 - Such masks can be purchased or made from household items, like bandanas, or made at home from common materials
- **Pennsylvania mandates the use of facemasks, unless the employee is working alone in an office subject to social distancing guidelines**
 - What about in the green phase?



REDUCING COMMON TOUCH POINTS

- **What are common touch points?**
- **Reducing common touch points through modifying workplace practices**
 - Limit use of shared phones and providing wipes for disinfection between use
 - Avoid storing commonly used items in drawers/cabinets with handles
 - Assess common printer usage and touchpoints
 - Provide disinfectant wipes and disposable gloves next to any common touchpoints and consider posting a sign to remind employees to disinfect



REDUCING COMMON TOUCH POINTS

- **Reducing common touch points through technology**
 - Motion activated or voice activated light switches, or post signs to keep the switch on all day
 - Install hands free entry systems, faucets, soap, paper towel, and disinfectant dispensers.
 - Use of other hands-free controls or App-based controls
 - Remove of doors to common areas within the office or affix in the open position. Consider installing foot pulls



ENSURE ADEQUATE SUPPLY OF HAND SANITIZER AND DISINFECTING WIPES

- **Encourage and educate employees about frequent handwashing**
- **Hand sanitizer and wipe dispensers should be available at various locations within the office**
 - Conference rooms; break rooms; lobbies; areas where there are common touch points
- **Cleaning equipment and workstations daily**



OFFICE CLEANING PROTOCOLS

- **High touch areas should be cleaned and disinfected during the workday**
- **Employee desks surfaces should be exposed for nightly cleaning**
- **Employees should wipe down all frequently touched objects and surfaces before use**
 - Frequently touched objects include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- **Cleaning contracts should be reviewed.**
 - Cleaning activities should be consistent with CDC Guidelines



OFFICE CLEANING PROTOCOLS

- **Cleaning activities should be consistent with CDC Guidelines**
- **Standard CDC cleaning protocol**
- **CDC protocol when an employee is diagnosed with COVID-19**



CONTINUE EMPHASIZING REPORTING/SCREENING/ISOLATION PROTOCOLS

- **Temperature and Symptom Screens**
- **EEOC Guidance**
 - Permissible?
 - Medical exams?
- **Asking the right questions to employees who are returning to work**
 - Their own symptoms
 - Close contact with a COVID-19 patient in past 14 days



CONTINUE EMPHASIZING REPORTING/SCREENING/ISOLATION PROTOCOLS

- **Employees should still immediately report any of the following circumstances:**
 - If they are diagnosed with COVID-19
 - If they have any of the COVID-19 symptoms
 - If any member of their household is sent for a COVID-19 test, is advised by a doctor to self-isolate after COVID-19 symptoms arise or is diagnosed with COVID-19
- **Reports should be made to designated HR or management personnel**
- **Employees should not report to work under above circumstances**



ASSESS BUSINESS ACTIVITIES

■ Business Travel

- Prohibit travel to areas where government stay at home orders are still in place
- Prohibit international travel to areas with active COVID-19 outbreaks
- Limit overnight travel
- Encourage driving trips, as opposed to air travel



ASSESS BUSINESS ACTIVITIES

- **When business travel is permitted, the following safety measures should be taken**
 - Require masks to be worn during visit
 - Wash hands frequently
 - Maintain social distancing of at least 6 feet.
 - Avoid common touch points and if they cannot be avoided use disinfectant wipes
 - Consider whether employees who travel should be prohibited from entering company facilities for 14 days after return



ASSESS BUSINESS ACTIVITIES

■ Meetings and Gatherings

- Social distancing should be practiced at gatherings
- State restrictions on the size of gatherings should be observed

■ Visitors

- Examine the number and necessity of visitors
- Consider implementing the following protocols for permitted visitors:
 - **Visitors should be provided a COVID-19 Safety Practices document outlining the social distancing, protective equipment, and hygiene requirements, as well as a screening questionnaire**
 - **All visitors must sign-in**



COMMUNICATING WITH RETURNING EMPLOYEES

- **Protocols, rules and procedures**
- **Businesses must print, sign, and post “COVID-19 Safety Procedures for Businesses” flyer at their premises**



ADDRESSING EMPLOYEE APPREHENSION

- **Educate and communicate**
 - Why is the employee apprehensive about returning to work?
 - **Disability?**
 - **General concern?**
- **ADA**
- **Policy enforcement**
- **Unemployment compensation considerations**

