



## 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%

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### 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

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**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**

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**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**

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**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**

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**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**

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**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**

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**REOPENING IN GREEN**

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

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**REOPENING IN GREEN**

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

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**REOPENING IN GREEN**

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

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**REOPENING IN GREEN**

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

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### REOPENING IN GREEN

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

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### UNANSWERED QUESTIONS

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

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### 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?

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**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

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**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

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**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**

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**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

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**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**

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**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

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### 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**

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### 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

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### 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

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### 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

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### COMMUNICATING WITH RETURNING EMPLOYEES

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

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### ADDRESSING EMPLOYEE APPREHENSION

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

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