CRITICAL PLANNING FOR A SAFE RETURN TO WORK – JUNE 1ST, 2020
Should your workplace re-open?

- Only re-open IF:
  - Re-opening is consistent with applicable state and local orders
  - You are capable and ready to protect employees at higher risk for severe illness
  - Consult legal counsel prior to re-opening

State Specific Status

- Missouri Status: Re-opening, Effective 5/4/2020
- Illinois Status: Limited (Regional) Re-opening, Effective 6/1/2020
  - Chicago Status: Scheduled Re-opening 6/3/2020, TBC

REMEMBER: Employees’ health and safety is Mission Critical, it must be the #1 priority
PLANNING THE RETURN

> Assemble a Task Force of internal team members and meet regularly

> Create a thorough and easily enforceable plan prior to re-opening, in partnership with your landlord / building management – document all planning and guidelines

> Analyze your current environment
  
  • What office capacity will allow for proper physical distancing?
  • How will you phase/rotate staff accordingly?

  o Do you have the cleaning supplies and staff available to support a more frequent and thorough cleaning?

  o How do you need to reconfigure, re-design or re-organize your current environment to be compliant with CDC guidelines and best practices?

> Core Infrastructure Inspection

  o The CDC is recommending open windows and doors, HVAC units that use more outdoor air, increased air filtration and exhaust fans in restrooms
PLANNING THE RETURN

> PPE (face masks, gloves, hand sanitizer, antiseptic wipes, thermometers)
  o Understand your current supply and have an inventory plan

> Control Access
  o Clearly define one point of entry and exit
  o Log all employees and office visitors

> Develop Daily Screening Protocol for Employees
  o Designate Screening Area for daily infrared thermometer temperature checks upon arrival
    • Decide if these temperature checks will be self-administered or if you will be hiring a nurse or medical professional to complete the screening

> Close any and all common gathering areas where proper physical distancing cannot be maintained (i.e. break rooms, kitchen, small conference rooms)

> An abundance of clear and proper signage is key to a strong re-opening strategy
PREPARING YOUR EMPLOYEES

> Consistently communicate and update your employees during COVID-19
  
  o A video message from leadership can be very impactful and is much appreciated

> Communicate expectations and guidelines for returning to work
  
  o Clearly communicate that employees should only return to work if they are health, are not symptomatic, and comfortable returning to the office
  
  o Assure employees that the office is clean, safe, and configured for proper physical distancing
  
  o Provide employees with entrance and exit guidelines, including screen location, prior to their return to work
  
  o Ensure employees understand all new policies and guidelines BEFORE they return to work

> Provide employees with guidelines for office visitors
CLAYCO’S RE-OPENING PLAN

> Single entry and exit into main building
> Face masks are REQUIRED in all public areas (lobby, elevators, parking garage).
> Only 2 people are allowed in an elevator car at a time – tenants will queue for the elevator within a stanchioned area and maintain 6’ social distancing
> Elevators will remain locked all day and will require FOBs to access office floors
> Designated screening area upon arrival – temperature checks administered by nurse
> Other precautions include: daily refrigerator cleanout, increased deep cleaning, “one-way” traffic directions
OFFICE SIGNAGE

1. Let's Work Together 6’ Apart 2’x2’

2. Use a Bakery Tissue - Coffee Bars 3”x6”

Let’s Work Together!
6’ Apart

Please Use a Bakery Tissue When Handling Products and Cabinet Pulls

3. Clayco Recommends 11”x17”

COVID-19 Return to Work Policy

Recommended

For the protection of our employees and clients, and to continue to maintain our healthy and growing business, Clayco has enacted strategic safety measures for in-office operations. We appreciate your compliance.

Avoid Borrowing
Avoid using other employees’ phones, desks, offices or other work tools and equipment

Wear Protective Equipment
Employees should wear masks in public areas

Sanitize Your Workstations
Disinfect your workstation regularly
OFFICE SIGNAGE

4 Nightly Cleaning of Refrigerators
8.5”x11”

5 Conference Room Placard
8.5”x11”

Grizzly
Maximum Occupancy: 3

- Orient seating arrangement to match the diagram shown to maintain 6’ separation
- Use stylus pen or tissue when using iPad
- It is highly recommended everyone wear face masks while in room with multiple people
- Please wipe down surfaces with sanitizer after use

6 Please Wash Hands for 20 Seconds
8.5”x11”

Please Wash Your Hands for 20 Seconds
OFFICE SIGNAGE

7 Sanitation Station
8.5”x11”

8 Floor Decal - Please Keep at Least 6’
18”x18”

Tips For Facial Coverings

Wearing Your Mask
- Cover both your nose and mouth
- Do not touch your mask while wearing it
- If you touch your mask, wash or sanitize hands
- Remove mask by unlooping the ears or unsnapping without touching the front of the mask
- Wash or sanitize hands immediately after taking off mask

Caring For Your Mask
- When not in use, keep in a paper bag or resealable plastic bag
- For reusable masks, wash daily with your standard laundry or hand wash with hot, soapy water, scrubbing for at least 20 seconds
- Disposable masks should be discarded when visibly soiled or damaged
OFFICE SIGNAGE

10 Floor Decals - Arrows (For Traffic Flow) TBD

11 Do Not Enter - One Way Traffic Only 8.5”x11”
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