

POST-COVID19

Return to Office Plan

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We still believe in the importance of the office. We can't turn our backs on a decade of research that proves the physical office improves employee engagement and organizational innovation.

Surveys completed during our global work-from-home experiment indicate that employees still value face-to-face interactions and collaboration. The likely increase in remote work will change why we come to the office and we are excited to see how workplace design will adapt.

Tracy Sciano Vajskop
Associate Principal | Senior Interior Designer

SECTION 1

Introduction

The health and safety of our employees is our highest priority. While we cannot control the unpredictability of this virus, we will implement procedures to help protect our employees and their families. The goal of this plan is to minimize the entry and transmission of the Coronavirus in our workplace.

As always, we are committed to adhering to health and safety standards as determined by the State of Ohio and other governing authorities (i.e. CDC, OSHA). This is a minimum threshold for us, and our protocols may be more stringent. We expect them to change over time as we learn more and react to our experiences.

We believe in the value of the workplace, so this plan is of great importance to us. While we have been productive while working from home, we know that our greatest work happens when we are in the same room collaborating and sharing ideas. We understand that, at least in the short term, our experience in the office will be anything but normal.

At its core, Bialosky Cleveland believes in collaboration with our clients, employees, and peers. We believe sharing our plan with others is in the best interest of the global community. We want to lead by example, but we also know a good idea can come from anywhere. We look forward to the conversations that our plan and others will generate.

SECTION 2

Concepts & Themes

Bialosky Cleveland will follow the guidelines and requirements set forth by the CDC, WHO, and local, state, and federal jurisdictions.

The Return to Office plan will be phased for a gradual return to work. The plan is also dependent on each individual's comfort level with returning to the office. At this time, no individual will be required to return to the office. We will accommodate individuals who desire to continue working remotely out of preference or necessity due to childcare or health concerns.

We have established a task force that will continue to monitor events and the plan's effectiveness during our phased return. The plan is dynamic by design and will be subject to changes in guidelines by the CDC, WHO, and local, state, and federal jurisdictions and our experiences. If you have questions, concerns, or ideas to share please connect with Tracy.

We want to be clear and have consistently stated, our highest priority is the safety of our staff and at no time will we require anyone to work in our office or another location, if they are not comfortable doing so.

SECTION 3

Screening Protocols & Health

EMPLOYEES

Do not enter the office building to work if you are experiencing any symptoms of any illness.

Before leaving home, perform a self-check of your health, which includes taking your temperature and being aware of any symptoms (cough, shortness of breath or difficulty breathing, fever with a temperature of 100.4 degrees F or higher, chills, muscle pain, headache, sore throat, loss of taste or smell).

Upon entering the office, the administrative staff will ask if you took your temperature within the past two hours. If you didn't (or forgot) your temperature will be taken with an infrared thermometer. A fever is defined as 100.4 degrees Fahrenheit or higher. We will NOT maintain a log of employee temperature checks.

If you leave the building for more than two hours, your temperature will be taken again upon re-entry.

By entering the office, you self-certify that:

- To the best of your knowledge, you have not had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days.
- To the best of your knowledge, you have not had close contact with or cared for someone who has exhibited any cold or flu-like symptoms within the last 14 days.
- You have not experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing).

If you are concerned about whether you should come in to work, err on the side of caution and work from home that day.

If you or someone that you have had close contact with is diagnosed with COVID-19, notify a partner immediately.

FACE COVERINGS FOR EMPLOYEES & VISITORS

Face coverings **MUST** be worn:

- When walking around the office including corridors, common spaces, kitchen and breakout spaces, and design lab.
- To and from Restrooms, and in restrooms, both private and shared.
- When meeting with others in conference rooms, flex meeting spaces, or private offices.

Face coverings are **NOT** required:

- While sitting at your assigned desk
- While working alone in a private office
- While meeting in the Multi-Purpose Room, assuming physical distancing requirements are met

Face coverings must be consistent with **CDC recommendations**:

- We encourage you to provide a face covering consistent with CDC recommendations.
- Disposable masks will be made available if you do not have one.

Per CDC guidelines – be careful not to touch your eyes, nose and mouth when removing a face covering and wash your hands immediately after removing. Sanitize surfaces that the mask touched while off your face.

CONTACT LOG

It is recommended that employees log all contact outside of the office, both personally and professionally. This information will remain private and in employee's possession. This information will aid state and medical professionals with contact tracing should the need arise.

SECTION 4

Visitor Policy

VENDORS, PARTNERS, & CLIENTS

All visitors to the office will be by appointment only.

As our meeting room occupancy will be reduced, please consider carefully the need for an in-office meeting versus a virtual one.

Authorized visitors entering our office space will be subject to the following:

- Administrative staff will take all visitor's temperatures before they enter the office space.
- Visitors will be required to fill out a health questionnaire that will be kept on file for 30 days.
- Visitors must adhere to the same face covering requirements as employees. (Refer to Section 3)

Face coverings will be provided by Bialosky Cleveland if needed.

- Upon entering the office space, or immediately before entering, visitors must sanitize their hands by handwashing or using hand sanitizer.
- When a visitor arrives for a meeting, they will be escorted to the meeting room and out of the office after the meeting.

VENDOR VISITS

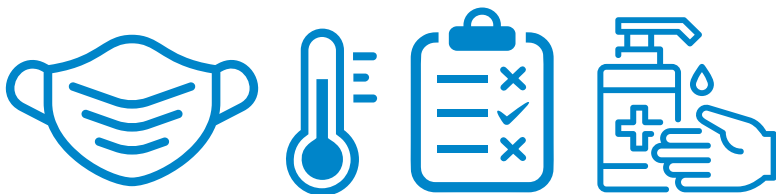
No in-office lunch and learns or vendor presentations will be allowed until further notice.

- These may continue virtually.
- In-office attendance at virtual sessions can be done in a meeting space as long as physical distancing and occupancy guidelines are adhered to.

Vendors may not access our materials library for updates until further notice.

- They may drop off updates outside the office entry doors with pre approval. Employees must provide name of rep and date/time of drop off to Administrative staff ahead of time. Packages from drop offs must adhere to the delivery policies set forth herein.

Vendor appointments for specific project needs are permitted. Think carefully about the need for an in-person visit vs. a virtual visit.



SECTION 5

Preparing the Office

OFFICE PREPARATION

Before the office reopens, the following will occur:

Furniture will be spaced out in shared areas to accommodate appropriate distancing. Please be mindful of it.

“Please sit here” graphics have been installed in meeting spaces to indicate seats that comply with physical distance guidelines.

Sanitizing stations will be set up throughout the office.

Whiteboard erasers will be removed and disposable wipes will be placed at each location.

Visitor Screening logs, thermometer, etc. will be located at the entry door.

Signage and graphics will be installed to reinforce physical distancing and office protocols. This includes circulation, personal hygiene reminders, occupancy counts for meeting spaces, etc.

We are trying to keep surfaces clear of materials to facilitate cleaning. Please keep common areas free of clutter.



MEP PREPARATION

Phase 1:

In Phase 1 of our Return to the Office the HVAC system will continue to run as normal, maintaining the current levels of fresh air being brought into the HVAC units. Because the number of people in Phase 1 will be significantly reduced from our normal operation at full capacity, the amount of fresh air per person will effectively be increased. We also encourage more use of the operable windows during both phases to further supplement the amount of fresh air in the space.

It will be up to the individuals in the office to open the windows and make sure they are closed at night. This recommendation also applies for meetings in the multi-purpose room. We also recommend leaving doors to meeting rooms and private offices open as much as possible when multiple people are occupying the room.

Phase 2:

We are evaluating several modifications and enhancements to the HVAC system to potentially be implemented as occupancy increases. Some of these include increased fresh air intake, higher efficiency filters, completing a daily overnight fresh-air flush of the system, and more internal control. We will provide an update once these decisions are made.

SECTION 6

Staggered Return & Physical Distancing Guidelines

We will return to the office in phases. You are not required to return to the office in a particular phase. If you do not feel comfortable returning to the office, you may delay your return at any time with proper notification to a Partner.

Staff will be scheduled in such a way that every other desk may be occupied in a checkerboard pattern to avoid employees being directly next to each other and from facing each other. Refer to diagram on Page 9.

Temporary maximum occupancy levels will be posted in each meeting space. Some chairs may be removed or marked to ensure physical distancing is maintained. Physical distance should be maintained in restrooms as well. Refer to diagram on Page 9.

CIRCULATION

We will NOT institute one-way circulation in the studios at the onset of the plan. However, we ask that when you are walking through the studio space, “hug” the office pod to provide distance between you and the employee at the end of the benching row. If you see someone coming, wait for them to pass before leaving your office or row.

Circulation through the kitchen will be one-way and shall comply with the signage and the diagram on Page 12 to minimize face-to-face encounters at the blind corner.

QUIET ROOM

The quiet room will be off-limits to everyone except nursing mothers. Face coverings should be worn when in the room and surfaces should be sanitized after use. It’s recommended that users work out a schedule with some time between uses to allow for air change.

PHASE 1: BEGINNING JULY 6
20 People

We will begin with a volunteer pilot group that will evaluate behavior protocols, distancing, comfort level and cleaning protocols.

PHASE 2: DATE UNDETERMINED
Additional 15-20 People

We will likely institute a staggered work schedule to enable more staff to return to the office.

The staggered schedule has not been determined yet. We understand there are concerns with childcare and want to have more conversations before the staggering approach is finalized.

PHASE 3: DATE UNDETERMINED
Remainder of Office

For the time-being, at no point will there be more than 35 employees in the office at one time.

SECTION 7

Floor Plan Diagram



- Assigned Seats Group 1
- Assigned Seats Group 2
- Designated Seating Remain in Use
- Social Distancing Circle 6' Clearance
- Sanitizing Station
- Whiteboard Wipes
- Maximum Occupancy
- Circulation Direction

SECTION 8

Employee Expectations & Responsibilities



The return to the office plan is a covenant between Bialosky Cleveland and its employees. The intent is to guide safe and healthy interactions. This plan relies on every person doing their part. Now more than ever, our values need to guide our actions.

We need to be aware that everyone has a different comfort level with returning. We must respect those thoughts even if we may not have the same concerns. We must remain vigilant and disciplined.

- Be mindful of having conversations at varied posture heights (Don't stand over someone and talk).
- Don't touch or use others' keyboards, mice, work tools, phone, etc.
- Keep coats and personal items at your desk, not in the communal coat closet.
- Use headphones at desks for virtual calls.
- Discourage hand shaking.
- Bring a small hand sanitizer to keep at your desk.
- Do not ship personal packages to the office unless absolutely necessary.

RESPIRATORY ETIQUETTE REMINDERS

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Immediately discard used tissues and napkins in the trash.
- If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Remember to immediately wash your hands (or sanitize) after blowing your nose, coughing or sneezing.

SAFETY AT HOME

What you do when you are not in the office impacts your coworkers. It is important to all of us that you protect yourself when you are not in the office.

- Wash your hands frequently.
- Maintain physical distancing.
- Avoid touching your eyes, nose, and mouth.
- Proper use of face covering.
- Clean and disinfect your home.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>

SECTION 9

Cleaning Protocols

A “leave it better than you found it” approach should be taken for all shared areas. If you use it, you clean it.

Immediately before or upon entering the office space, all employees and visitors shall sanitize their hands by handwashing or using hand sanitizer.

Refrain from touching anything unnecessarily. Sanitize surfaces that you touch with a disinfectant wipe. Including, but not limited to:

- Copier and printer panels and components, including doors, etc.
- iPads and covers should be sanitized as follows, per [Apple](#):

Using a 70% isopropyl alcohol wipe or Clorox Disinfecting Wipe, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents.

Administrative staff will sanitize highly used surfaces such as door handles, cabinet pulls, faucets, light switches, kitchen counters and appliances, etc. at least 3 times / day.

Disinfectant wipes, spray cleaners with paper towels, hand sanitizer, and hand soap will be available throughout the office and in shared areas. Please remember these supplies are critical items needed to ensure our workplace remains safe. Please do not remove any supplies from the office for personal use. Notify administrative staff if supplies are missing or running low. (refer to attached diagram for locations)

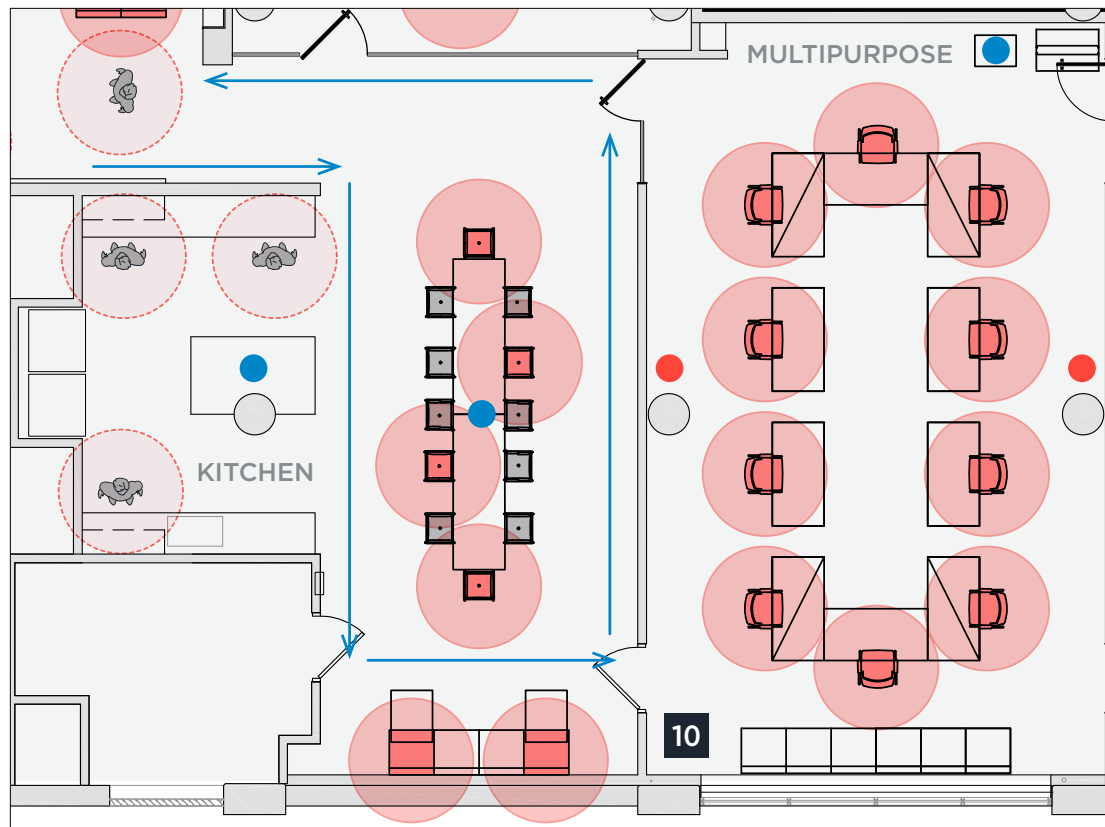
If there are any confirmed COVID cases among employees, everyone will work from home for 3 days and the office will be disinfected.

CLEAN DESK POLICY

We will be instituting a clean desk policy that allows surfaces to be properly cleaned daily. Employees are required to keep their horizontal desk surfaces clear so they can be wiped down by the janitorial staff at the end of each workday. This means no paper or personal effects other than technology items (laptop, monitor, keyboard, mouse, speakers, dock, phone) shall remain out on your desk at the end of the day. Boxes will be available to temporarily store personal items. You should plan on cleaning up your desk on your first day back in the office.

SECTION 10

Food & Beverage



A minimum of 6'-0" distance must be maintained when using the kitchen.

Lunch breaks shall be staggered due to work area occupancy limit and seating. You may use the multi-purpose room to eat your lunch or sit at your desk. The MP room furniture will be situated for 10 total occupants and shall not be moved.

We ask that meetings not be scheduled in this room from 11:30 - 1:30 to accommodate those who may want to use the room for lunch. Exceptions can be made if necessary. Sanitize tables and chair arms and frame at a minimum after use.

There will be limited seating in the kitchen due to physical distance requirements. Signs will indicate occupiable seats.

COMMUNAL FOOD

Shared office snacks are prohibited until further notice.

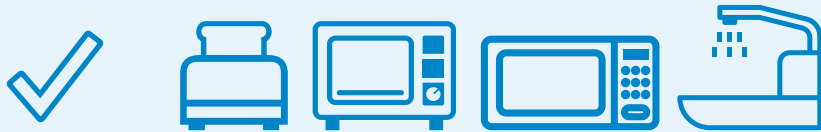
If food is ordered in for a meeting, it should be individually packaged and preferably, ordered by attendees so that boxes are not handled by multiple people.

If reps want to drop off treats, they must be individually packaged and addressed to specific individuals. The food policy will be posted at the entry to the office, and employees should communicate our policies with reps.

SECTION 10

Food & Beverage

PERMITTED



LIMITED USE OF THE FOLLOWING IS PERMITTED

If you find it necessary to use, take extra care to sanitize it afterwards.

- Microwave
- Toaster Oven
- Toaster
- Sink
- Filtered water at sink
- Hot water dispenser on coffee maker

OFF-LIMITS



THE FOLLOWING WILL INITIALLY BE OFF-LIMITS

- Dishwasher
- Use of communal plates, glasses, mugs, silverware, etc.
Disposable products will be available. We understand this does not align with sustainable practices but is being done out of an abundance of caution and per State of Ohio requirements.
If you choose to bring your own reusable products for personal use, they shall NOT go in the dishwasher and you are advised to clean them daily by hand or bring them home every day for proper cleaning.
- The coffee maker is off-limits, except for the hot water dispenser.
All coffee and tea fixings, including tea bags and creamers. We advise you to bring your own and store them in your desk.
- Fridges for storing personal items, ice, water dispenser
We suggest using cold packs or a small cooler if you want to bring your lunch.

SECTION 11

In-Office Meetings & Team Collaboration

Enclosed and open meeting spaces are shared by everyone, and we are all responsible for keeping them safe and clean.

- Critically evaluate the need for in-person meetings.
- Abide by posted maximum occupancy for each meeting space.
- With lower occupancy levels, space will be at a premium.
 - Limit the duration of meetings.
 - Reserve the room.
 - Cancel the reservation if the room is not needed.
- Do not move mobile tables.
- When possible, connect to shared technology wirelessly.
- When possible, leave door to meeting space open for better airflow.
- Use disposable whiteboard wipes to erase. Note these are not antibacterial.
- Sanitize the following when a meeting concludes:
 - Table surfaces
 - Chair arms and frame
 - Any whiteboard markers used
 - Whiteboard wipes container
 - Any wired connections and remotes used
- It's good practice to wash hands after leaving a meeting space, sanitizing and erasing whiteboards.

LEVERAGE VIRTUAL SKILLS & TECHNOLOGIES

Continue to include the whole team in meetings. Just because some people will be in the office does not mean we should forget about the skills we learned working remotely.

- Include a virtual invite to all meetings for those who are not in the office.
- Use online messaging to keep remote workers in the conversation.
- Plan meetings in advance so remote team members can participate.
- Update remote workers after in-person conversations or decisions occur.

SECTION 12

Site Visits & Off-Site Meetings

At no time will we require anyone to work in a location they are not comfortable with. If you do not feel comfortable visiting a site or attending a meeting, please discuss with the project manager or principal in charge.

OFF-SITE MEETINGS

- Document the date, location, and attendees. This will only be requested if needed to aid in contact tracing.
- Adhere to physical distancing and wear a face covering per State of Ohio and CDC recommendations.
- Comply with all protocols of the meeting location.

CONSTRUCTION ADMINISTRATION & FIELD WORK

- Document the date, location and attendees. This will only requested if needed to aid in contact tracing.
- Adhere to physical distancing per State of Ohio and CDC recommendations. (there are times when this is difficult)
- Personal Protective Equipment
 - Bialosky Cleveland employees shall wear a face covering that complies with CDC guidelines while on-site.
 - 3D printed headbands with plastic face shields are available at the office. These can be worn alone or with hard hats. Refer to Matt MacRaild's 5/13/20 email for more information.
 - If you want to wear disposable gloves, a supply will be available at the office. Keep in mind that gloves are only good protection if you follow recommendations for wearing, removing and disposing of them. Do not let gloves give you a false sense of security.
 - [Cleveland Clinic](#)
 - [CDC Recommendations](#) for removing and disposing of gloves

- Punch Listing - on a project-basis, consider all or some of the following prerequisites be met before employees are asked to perform a punch list.
 - All contractors must vacate the area being punched while Bialosky Cleveland employees are on-site.
 - The floor/area being punched shall be free from all contractors for 3 days prior to punch listing.
 - The floor/area shall be final-cleaned, and all horizontal surfaces must be sanitized.

TOOLS FOR FIELD WORK

- When possible, it's recommended to use personal tools for field work (tape measures, etc.)
- When using company tools, sanitize after use before returning them. Include actual "tape" of tape measures. (COVID-19 may be able to live on metals up to 7 days.)
- If you are using a safety vest, keep it in your possession. If your project completes and you no longer need it, wash it according to the label instructions before returning it to the office.
- iPads and covers should be sanitized as follows, per [Apple](#):
Using a 70% isopropyl alcohol wipe or Clorox Disinfecting Wipe, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents.

SECTION 13

Mail & Package Delivery

PROTOCOLS

- Packages will not be quarantined.
- All outside packages will be sanitized before being distributed to staff.
- Horizontal surfaces will be sanitized after handling outside packages.

ADMINISTRATIVE STAFF AVAILABILITY

When administrative staff is present, they will receive incoming deliveries, sanitize the package, and the addressee will be notified by Fonality to pick it up. If the addressee is not present in the office, the delivery will be brought to and left at the addressee's desk.

When staff is not present to accept packages, incoming delivery packages will be left outside the Bialosky doors. Anyone may bring the incoming packages inside and leave them on the new unoccupied desk near the front office. See graphic. If non-administrative staff chooses to distribute packages, they must sanitize them prior to distributing. At no time should packages be allowed to pile up at the front desk or lobby area.

VENDOR SAMPLES & DESIGN TEAM PACKAGES

- All incoming packages shall be sanitized.
- When the design team receives packages or vendor samples, the addressee will be notified by Fonality to pick it up. If the addressee is not present in the office, the package will be brought to a designated area in the design library. If the package is marked with an addressee, they will be notified by email.

OUTGOING PACKAGES

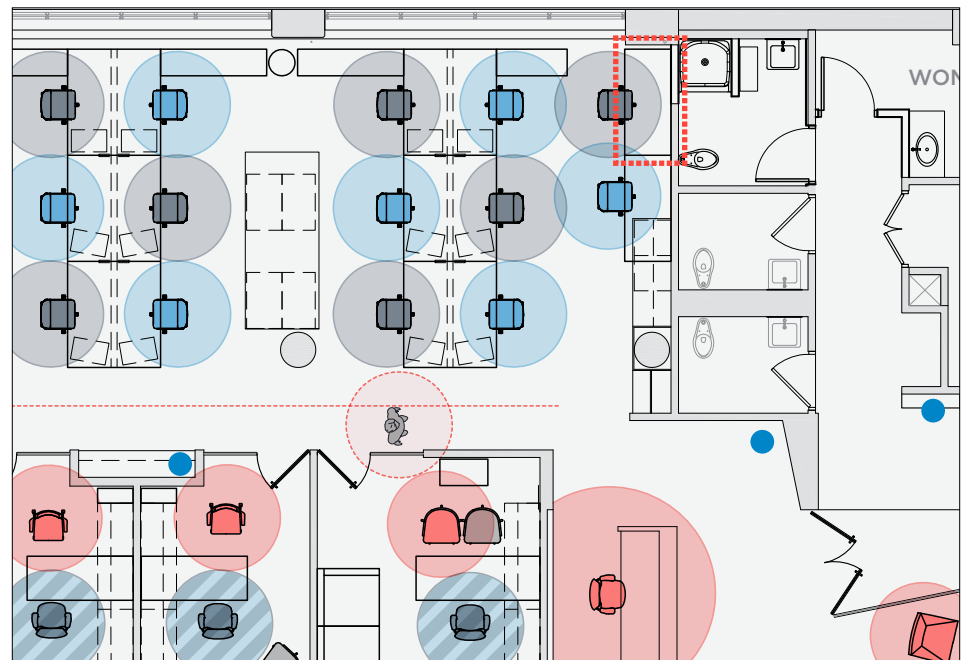
- Packages that need to be shipped out should be prepared as fully as possible and given to administrative staff. If no administrative staff is present, then please ship the package yourself. If you need a quick lesson on UPS or FedEx procedures, please ask.

MAIL

Mail will be collected and distributed as usual. If the addressee has a staff mail box, it will be used.

TRASH

Cardboard trash should be broken down and put in the copier room by the recycle bins. Use a marker and write 'recycle' on it.



SECTION 14

Signage & Graphics



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Always By Design.