

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.

Our Return to Office plan was originally designed as a phased plan, with Phase 1 beginning July 6. When confirmed cases began spiking around this time, we paused the phased return and pivoted to a voluntary, albeit sporadic return of staff for meetings, resource library, and as desired. While we have produced a lot of work while being remote, we have struggled to truly collaborate in a way that is rewarding and fruitful. The only way we know how to reverse this is to get back to work, in-person, like we have always done.

We have looked at every possible scenario for how to conduct a phased return, as originally planned. However, many of us work on multiple projects and while it is great to be back in the office, if your project teammates aren't also in the office, you might as well be working remotely. There is something about how designers work together in the creative process that requires physical presence. This is a somewhat intangible experience that remote-working technology just can't replicate. We believe the culture, economic health and vitality of our firm depends on returning to the office and resuming the creative design process—together.

At this time, no individual will be required to return to the office. We will work with 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. 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 3A

# Screening Protocols & Health

To aid in contact tracing if needed, self-report your attendance in the office on the google doc.

## 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). You can ask the administrative staff to take your temperature upon arrival. We will NOT maintain a log of employee temperature checks.

**By entering the office, you self-certify that:**

- *You are fully vaccinated exhibiting no symptoms*

OR

- 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. COVID-19 is a new virus, and the scientific community is actively learning more every day. If you are not sure if you should be quarantining or isolating, please refer to the links below for the most up-to-date guidelines and recommendations. If you have questions, please consult with a partner.

[When to Quarantine](#)

[When You Can be Around Others After You Had or Likely Had COVID-19](#)

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## FACE COVERINGS FOR EMPLOYEES & VISITORS

Face coverings **MUST** be worn at all times:

- 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 all meeting spaces or in a private office or closed space.
- While sitting at your assigned desk.

Face coverings are **NOT** required:

- You may remove a face covering to participate in a virtual meeting or presentation behind a closed door or in an isolated space. (If you will be removing face covering for a virtual meeting, add 15 minutes to your reservation to allow for a turnover of the air. Leave the door open when you exit.)
- While actively eating or drinking

Face coverings must be 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.

### Acceptable Face Coverings:

[Cloth masks, double layered preferable](#)  
[Surgical masks](#)  
[Dust masks](#)  
[N95 masks without vents](#)

### Unacceptable Face Coverings:

[Bandanas](#)  
[Gaiters](#)  
[Thin, sheer cloth masks](#)  
[Masks with valves](#)

## SECTION 3B

# Notification Protocols

## WHAT HAPPENS IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19?

Notify the office as outlined below immediately if you test positive for COVID-19.

When an individual tests positive, the local health departments are notified so they can conduct contact tracing. We have knowledge that the notification and subsequent tracing can lag by several days from when the individual is notified of a positive test.

Therefore, it's critical that Bialosky Cleveland is informed as soon as possible by an employee of a positive test so that we can notify others quickly to limit additional exposure.

The employee should notify the partner(s) they are most closely working with and Kim. When contacted by the local health department advise them to work with Kim for contact tracing.

We will ask what days you were in the office the previous 14 days and who you worked closely with (within 6'-0" of another person for 15 minutes or more). You should also report any interaction with clients, consultants, contractors, etc.

We (and the infected employee) will work with local health department officials to determine which employees may have had close contact with the employee.

We will inform fellow employees of their possible exposure to COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Your identity will only be shared with your consent.

Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have met the criteria to [Discontinue Home Isolation](#) and have consulted with a healthcare provider. [Antibody test](#) results should not be used to make decisions about returning persons to the workplace.

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If you are someone who is deemed to have been in close contact with the infected employee, you *may* be asked to quarantine at home for 14 days, per [CDC's guidance](#). *Fully vaccinated individuals who show no symptoms who have been in close contact with someone who has COVID-19 are not required to quarantine.* The screenshot provided below is for reference to help navigate the webpage. Please make sure you use the link provided for the most up-to-date information.

Want to know the [Difference between Quarantine and Isolation?](#)

### Individual who has had close contact (within 6 feet for a total of 15 minutes or more)

#### Exposure to

- Person with COVID-19 who has [symptoms](#) (in the period from 2 days before symptom onset until they meet criteria for [discontinuing home isolation](#); can be laboratory-confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any [symptoms](#) (in the 2 days before the date of specimen collection until they meet criteria for [discontinuing home isolation](#)).

Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)

#### Recommended Precautions for the Public

- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- The best way to protect yourself and others is to [stay home for 14 days if you think you've been exposed to someone who has COVID-19](#). Check your [local health department's website](#) for information about options in your area to possibly shorten this quarantine period.
- Self-monitor for symptoms
  - Check temperature twice a day
  - Watch for fever <sup>[1]</sup>, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

## SECTION 3B

# Notification Protocols

## WHAT HAPPENS IF AN EMPLOYEE IS DEEMED CLOSE CONTACT TO SOMEONE WHO HAS TESTED POSITIVE FOR COVID-19?

Notify the office as outlined below immediately if you are deemed close contact to someone outside of the office who has tested positive for COVID-19.

The employee should notify the partner(s) they are most closely working with and Kim. If contacted by the local health department advise them to work with Kim for contact tracing.

We will ask what days you were in the office the previous 14 days and who you worked closely with (within 6'-0" of another person for 15 minutes or more).

Depending on the degree of separation the employee has experienced with the positive individual, we will notify those employees that are most at risk by having been in close contact with the employee. For instance, we may not notify you just because you were in the office the same day; but will if you sit near the person, or were in a meeting, working with, etc.

The employee *may* be asked to quarantine at home for 14 days, per [CDC's guidance](#). *Fully vaccinated individuals who show no symptoms who have been in close contact with someone who has COVID-19 are not required to quarantine.* Others who may have been in close contact may also be asked to quarantine depending on circumstances.

The screenshot provided on the previous page is for reference to help navigate the webpage. Please make sure you use the link provided for the most up-to-date information.

The employee should provide updates to the partner(s) and Kim regarding symptoms, subsequent testing, etc. *Fully vaccinated individuals shall continue to monitor their symptoms, stay home if they develop any related symptoms and notify the office if any symptoms develop.*

## CLEANING PROTOCOLS

In the event an employee tests positive, we will follow CDC guidelines for cleaning the office.

- Close off any areas used for prolonged periods of time by the sick person.
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- If it has been less than 7 days since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the [CDC cleaning and disinfection recommendations](#).
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

## 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:**

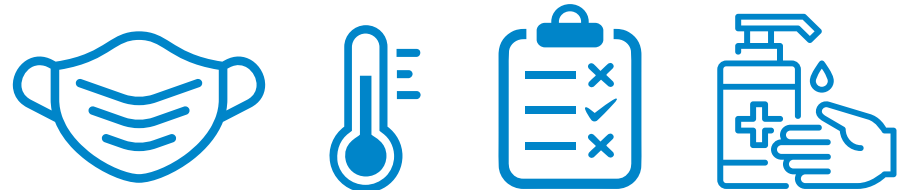
- Administrative staff will take all visitor's temperatures before they enter the office space.
- Visitors will be required to fill out a health questionnaire that will be kept on file for 30 days.
- By entering the office, visitors shall self certify the following:
  - To the best of your knowledge, 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).
  - You have not traveled out of the country or been in close contact with anyone who has traveled out of the country within the last 14 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 by staff at virtual sessions can be done in a meeting space as long as physical distancing and occupancy guidelines are adhered to.
- Library updates and project samples should be dropped off. Vendors can access the building, but will not be allowed past the front desk. Employees should coordinate drop-off with the vendor, preferably when you will be in the office. Ask the vendor to call you from the parking lot and meet them at the front desk. Administrative staff will allow access via the doorbell. If you cannot coordinate a time, request the material be shipped or coordinate a time with a co-worker who will be in the office and is willing to accept responsibility for retrieving the package.

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

Furniture has been 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.

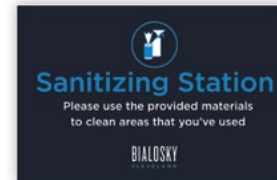
Sanitizing stations have been set up throughout the office.

Whiteboard erasers have been removed and disposable wipes have been placed at each location.

Visitor Screening logs, thermometer, etc. are located at the *front desk*.

Signage and graphics have been 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.

HVAC units were serviced to ensure proper operation in July. This included the repair of one unit which was operating on only partial capacity.

### Phase 2:

Strategies to open operable windows in Phase 1 can and shall continue in Phase 2.

Upgrades to the office HVAC system are underway. These upgrades are in response to COVID and to provide greater internal control of the system operation. These upgrades include:

- Upgrade the HVAC controls and programming to allow for improved visibility and control of the overall system directly without needing to go through a third party. The K Company is currently working on the programming, aiming for completion prior to September 14. If not complete by then, it will be within a week or so afterwards.
- We will increase the amount of fresh air intake above code required minimum levels.
- We will adjust the sequence of operation to include a flush out of the space with fresh air overnight prior to re-occupying the office in the morning.
- Replace the existing HVAC filters with higher efficiency MERV 13 filters. These are on order, as you may expect there is a high demand for these.

**SECTION 6**

# Physical Distancing Guidelines

Temporary maximum occupancy levels are posted in each meeting space. “SIT HERE” stickers have been installed 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 can be used for an individual to participate in virtual meetings and has been added as a reservable space in Outlook. In the event there is an employee that is a nursing mother, this protocol will be reviewed.

SECTION 7

# Floor Plan Diagram



Updated 4-29-2021

- Assigned Seats
- Unavailable Seats
- Designated Seating Remain in Use
- Additional Seating Use if Necessary
- 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.
- The coat closet can be utilized, at your own discretion.
- 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 hand washing 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 and volunteer 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. Upon sanitizing shared areas, enter your initials on the Weekly Sanitizing log. The log will be printed and kept at the front desk. The PDF can be found [here](#).

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)

[Refer to Section 3A for cleaning protocols should anyone in the office test positive.](#)

## CLEAN DESK POLICY

We have instituted 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.

## SHOWER PROTOCOLS

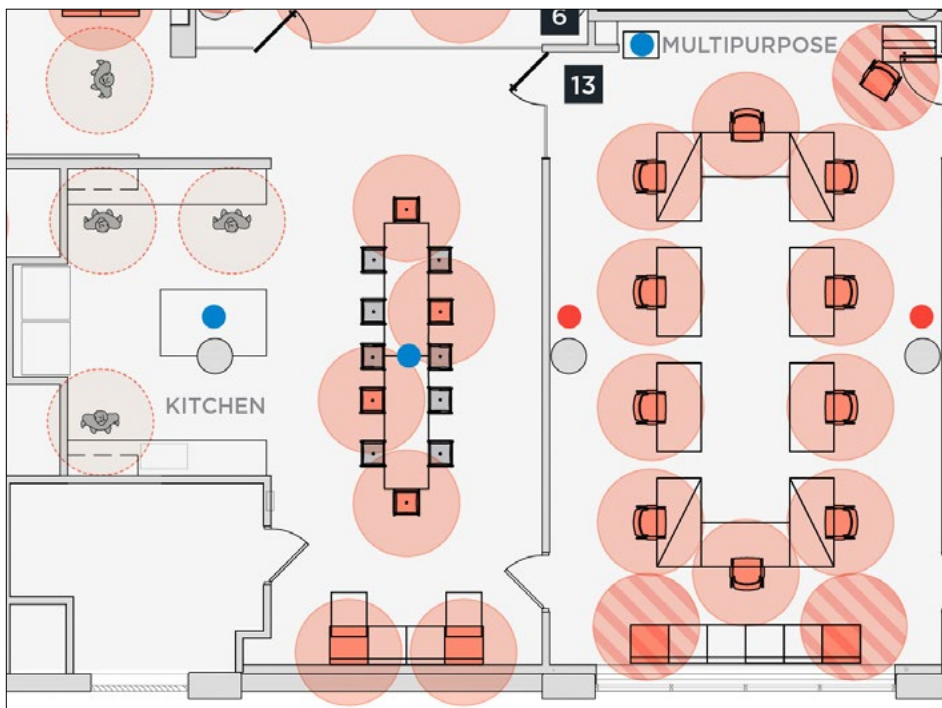
The shower is available for use with these guidelines:

- Face covering should be worn as much as possible while in the room (for instance, while readying shower, getting dressed, etc.).
- We understand there will be times when your face covering will be removed, but this should be the exception while occupying the room.
- ~~Toiletries should not be stored in the room for the time-being. Bring what you need with you each time you use the shower.~~
- ~~Towels should not be stored in the room for the time-being. We recommend purchasing a bag intended for wet swim-suits or towels.~~
- Sanitizing wipes will be stored in the room. Before you leave the room, wipe down high-touch surfaces including shower handle, door handle, lock, sink faucet, etc.

## SECTION 10

# Food & Beverage

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



## FOOD PREP

Maintain one-direction circulation per the diagram in the food prep area. Adhere to physical distancing per the diagram. If we find this area is too congested, we may introduce staggered lunch breaks.

## EATING

- You can sit in any seat that is “red” on the Distancing Floor Plan diagram. The multi-purpose room furniture has been placed to allow for 13 total occupants. The furniture 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.
- Please do not eat at your desk other than a quick snack or sips of a beverage.
- If you are removing your mask for eating, you should move to the kitchen or MP room.
- We ask that you observe “no chat lunches” when your mask is off. We understand that it’s the exact opposite of our culture, but it’s the safest way for us to be in the same space.
- Try not to monopolize a seat in the kitchen or MP room when eating. Don’t “hang out” to socialize, but rather finish your lunch break in another space.

## COMMUNAL FOOD

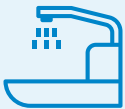
Shared office snacks are prohibited until further notice, *unless individually wrapped*. If food is ordered in for a meeting, it should be individually packaged and preferably, ordered by attendees so that boxes are not handled by multiple people.

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
- Coffee maker and hot water dispenser, complying with rules set forth on Page 16.
- Fridges for daily use only, complying with rules set forth on Page 16.
- All coffee and tea fixings, including creamers.

## OFF-LIMITS



## THE FOLLOWING WILL 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.*

- All coffee and tea fixings, including creamers. We advise you to bring your own and store them in your desk.
- Fridges for, ice, water dispenser

## SECTION 10

# Food & Beverage



## FRIDGE USE

- Use of the fridge is your own choice and at your own risk.
- If rules are not followed and we deem this causes an increased risk to our health and safety, the fridge will return to the off-limits list.
- Daily use only. Do not leave items in the fridge overnight.
- Items must be labeled with your name or identifiable by using a lunch tote. Please try to avoid using large plastic bags that take up space.
- Fridge will be cleaned every Friday. Any items remaining will be thrown away, including the container.
- Water dispensers and ice remain off limits.

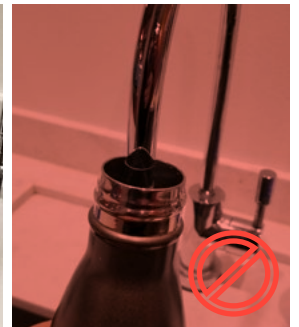
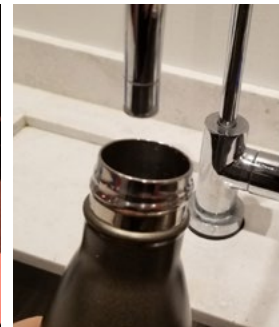
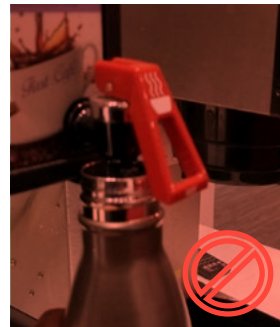


## COFFEE / TEA

- Use of the coffee maker is your own choice and at your own risk.
- If rules are not followed and we deem this causes an increased risk to our health and safety, the coffee maker will return to the off-limits list.
- Office supplied coffee and tea will be available, as well as individually wrapped stirrers.
- We encourage you to bring your own reusable mug or tumbler. Disposable cups are available for use as well.
- Wash your hands before you make coffee and before you touch the handle.
- Please do not let the spout of the coffee carafe touch your mug, tumbler, etc. Be aware that nothing that touches your mouth should touch something else.
- Remember to maintain physical distance at the coffee pots, don't crowd each other in the queue line and be aware of the blind corner at the kitchen.

## WATER DISPENSERS

Please be aware of the reusable container you place under water dispensers. Keep your container well under and clear of the dispenser. We want to avoid anything that comes into contact with your mouth from touching the dispenser.





## SECTION 11

# In-Office Meetings & Collaboration

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

- Abide by posted maximum occupancy for each meeting space.
- With lower occupancy levels, space will be at a premium.
  - If you have a day full of virtual meetings, consider working remotely that day rather than monopolizing rooms.
  - When possible, use an enclosed space for virtual meetings.
  - Limit the duration of meetings.
  - If multiple people physically in the office are on the same meeting, use a single space if possible, rather than occupying multiple spaces.
  - Reserve the room.
  - Cancel the reservation if the room is not needed, pay special attention to recurring meetings with room reservations.
  - Remember it may take time to connect to cameras, etc. If you need time before your meeting starts to set up, add that time to your reservation.
  - Exit the room upon the end of your meeting, don't overstay. Be cognizant if the room is reserved after you and inform that person if your meeting will not end on time.
  - Policy has always been to limit back to back room reservations as many meetings go over.
- Airflow
  - When possible leave door to meeting space open for better airflow.
  - If you are removing a face covering for a virtual meeting, add 15 minutes to your reservation to allow for a turnover of the air.
  - Leave doors open after you exit.
- Leave it better than you found it.
  - Sanitize table and other surfaces if masks were removed during use of the room.
  - Use disposable whiteboard wipes to erase. Note these are not antibacterial.
  - Put cords and equipment away, straighten chairs, etc.

## 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.

## OPEN STUDIO COMMON COURTESY

Utilize drop-in offices or meeting spaces for virtual meetings if available for conference calls or virtual meetings.

Use headphones for any meeting or call conducted within the open studio space. For optimal performance, make sure your headphones have a microphone, don't rely on the microphone in your laptop. (Affordable options exist—you can find these for \$10.)

**If you will be removing face covering for a virtual meeting, add 15 minutes to your reservation to allow for a turnover of the air. Leave the door open when you exit.)**

## 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

All contractors, Owner(s), and attendees at on-site meetings, site visits, or punch lists should be wearing masks when Bialosky employees are on site, including Bialosky employees.

- 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.
- Horizontal surfaces will be sanitized after handling outside packages.

## ADMINISTRATIVE STAFF AVAILABILITY

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

*If administrative staff is not present, incoming packages should be placed on the unoccupied desk near the front office or distributed to the addressee's desk. See graphic.* At no time should packages be allowed to pile up at the front desk or lobby area.

## VENDOR SAMPLES & DESIGN TEAM PACKAGES

- When the design team receives packages or vendor samples, the addressee will be notified 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.

## OUTGOING PACKAGES

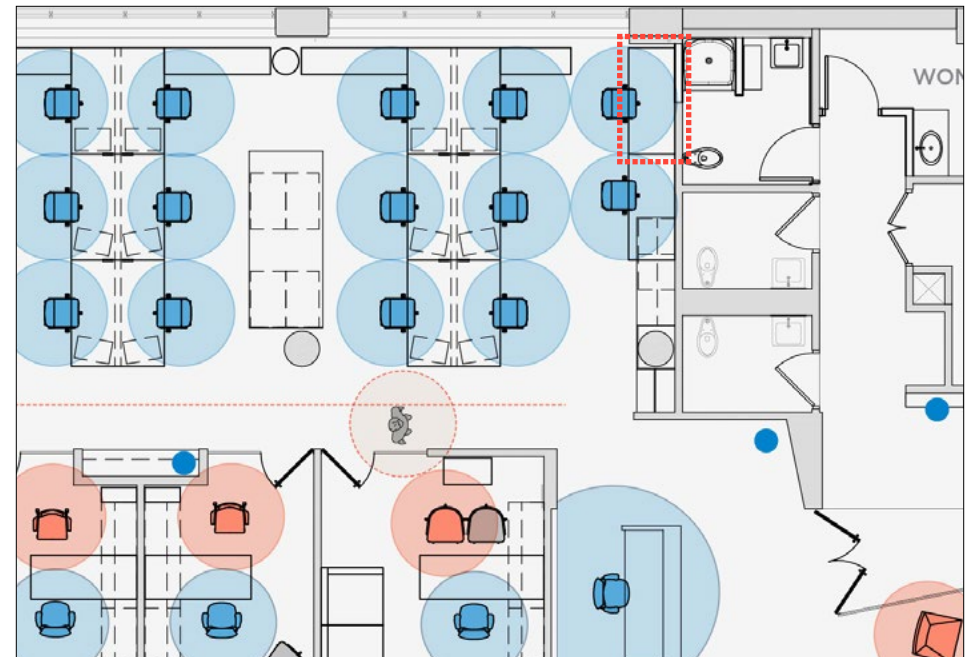
- Packages that need to be shipped out should be prepared as fully as possible and given to administrative staff. If no administrative staff is present, then please ship the package yourself. If you need a quick lesson on UPS or FedEx procedures, please ask.

## 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.



 Leave Packages Here.

SECTION 14

# Signage & Graphics



## VERSION 6.0

# Change Log

|             |            |         |                                                                                                                    |
|-------------|------------|---------|--------------------------------------------------------------------------------------------------------------------|
| Version 6.0 | Section 1  | Page 3  | Updated to include most recent staff vaccination stats                                                             |
| Version 6.0 | Section 3A | Page 5  | Text added to include protocols for fully vaccinated staff / Acceptable and unacceptable face coverings list added |
| Version 6.0 | Section 3B | Page 6  | Text added to include protocols for fully vaccinated staff                                                         |
| Version 6.0 | Section 3B | Page 7  | Text added to include protocols for fully vaccinated staff / Contact Log link moved here from page 7               |
| Version 6.0 | Section 4  | Page 8  | Materials library update protocol updated                                                                          |
| Version 6.0 | Section 6  | Page 10 | Quiet room protocol updated                                                                                        |
| Version 6.0 | Section 7  | Page 11 | Floor plan updated to include additional staff and conference room seating                                         |
| Version 6.0 | Section 8  | Page 12 | Coat room protocol updated                                                                                         |
| Version 6.0 | Section 9  | Page 13 | Sanitation log policy updated / Shower protocols updated                                                           |
| Version 6.0 | Section 10 | Page 14 | Lunch & Eating policy updated / Shared food policy updated to include individually wrapped items                   |
| Version 6.0 | Section 10 | Page 15 | Shared coffee and tea fixings moved to permitted column                                                            |
| Version 6.0 | Section 10 | Page 16 | Shared coffee and tea fixings are now permitted                                                                    |
| Version 6.0 | Section 11 | Page 17 | In-office meeting room policy updated                                                                              |
| Version 6.0 | Section 12 | Page 18 | Punch listing protocols updated                                                                                    |
| Version 6.0 | Section 13 | Page 19 | Incoming package policy updated                                                                                    |
| Version 5.0 | Section 3A | Page 5  | Face coverings now required at ALL times / Link to attendance Google Doc Added / Link to contact log added         |
| Version 5.0 | Section 3B | Page 6  | All content added                                                                                                  |

All current changes to Version 6.0 are underlined throughout this document.

## VERSION 6.0

# Change Log, Continued.

|             |            |         |                                                                                                                                    |
|-------------|------------|---------|------------------------------------------------------------------------------------------------------------------------------------|
| Version 5.0 | Section 3B | Page 7  | All content added                                                                                                                  |
| Version 5.0 | Section 4  | Page 8  | Vendor visit policy update                                                                                                         |
| Version 5.0 | Section 9  | Page 13 | Text updated / Link to Sanitation Log added                                                                                        |
| Version 5.0 | Section 10 | Page 14 | Lunch & Eating policy updated                                                                                                      |
| Version 5.0 | Section 11 | Page 17 | Text added to address face coverings during virtual meetings and presentation                                                      |
| Version 5.0 | Section 13 | Page 19 | Incoming package policy updated                                                                                                    |
| Version 4.0 | Section 3  | Page 5  | Employee Temperature Check Policy Updated, Links to CDC Guidelines & Recommendations for Self Quarantine Added                     |
| Version 4.0 | Section 4  | Page 6  | Visitor Policy: Visitor Self Certification Text Added                                                                              |
| Version 4.0 | Section 10 | Page 13 | Limited Use: coffee maker / fridge (daily use) now allowed, Off-Limits: coffee / tea fixings & fridge ice, water remain off-limits |
| Version 4.0 | Section 10 | Page 14 | Page Added: Refrigerator, Coffee / Tea, Water Dispenser Usage Rules Added                                                          |
| Version 3.0 | Section 2  | Page 4  | Text updated to reflect new Return to Office Plan                                                                                  |
| Version 3.0 | Section 3  | Page 5  | Face Coverings for Employees & Visitors: Now required at desk, not required while alone in drop-ins / meeting rooms                |
| Version 3.0 | Section 4  | Page 6  | Vendor Visits: Text edits                                                                                                          |
| Version 3.0 | Section 5  | Page 7  | MEP Preparation: Phase 2 text updated to reflect new Return to Office Plan                                                         |
| Version 3.0 | Section 6  | Page 8  | Phase 2: Text updated to reflect new Return to Office Plan                                                                         |
| Version 3.0 | Section 7  | Page 9  | Floor Plan Diagram: Updated to reflect new Return to Office Plan                                                                   |
| Version 3.0 | Section 9  | Page 11 | Shower Protocols Added                                                                                                             |

All current changes to Version 5.0 are underlined throughout this document.

## VERSION 6.0

# Change Log, Continued.

| Version 3.0 | Section 10 | Page 12 | Floor Plan, Food Prep & Eating Protocols Updated                                                                  |
|-------------|------------|---------|-------------------------------------------------------------------------------------------------------------------|
| Version 3.0 | Section 11 | Page 14 | Open Studio Common Courtesy Added                                                                                 |
| Version 3.0 | Section 13 | Page 16 | Floor Plan Updated                                                                                                |
| Version 2.0 | Section 3  | Page 5  | Face Coverings for Employees & Visitors: Now required in ALL meeting spaces, not required while eating / drinking |
| Version 2.0 | Section 5  | Page 7  | MEP Preparation Phase 2: Text Updated                                                                             |

All current changes to Version 5.0 are underlined throughout this document.

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