Coming BACK to WORK Safely

Covid-19 Return to Office Roundtable

4/30/2020
Presenters

Jim Wilkinson
VP Collective Services

Bob Rodriguez
General Manager

Teresa Reichert
Sr. Manager, Construction Services
Presenters

Jonathan Smith
Business Development Manager

Jason Kisor
General Manager

SIEMENS

Q4 INDUSTRIES, LLC
Coming back to WORK safely

There are many ways to organize this topic
Coming back to WORK safely

By Area of concern:

Office Re-entry, Facility Updates, Cleaning/sanitation, Office Protocols, Clinical/Health, PPE
Coming back to WORK safely

**Steelcase** Organizes material around the concept of

*Now, Near and Far*

Plans will change and evolve over time
Coming back to WORK safely

Cushman & Wakefield – The Safe Six:

WORKPLACE READINESS ESSENTIALS

1. PREPARE THE BUILDING
2. PREPARE THE WORKFORCE
3. CONTROL ACCESS
4. CREATE A SOCIAL DISTANCING PLAN
5. REDUCE TOUCH POINTS & INCREASE CLEANING
6. COMMUNICATE FOR CONFIDENCE
Coming back to WORK safely

This presentation is organized OSHA “hierarchy of controls”
OSHA “HIERARCHY OF CONTROLS”

- Elimination/Substitution: Most Effective
  - Requires a physical change to the workplace

- Administrative Controls including Work Practices
  - Requires worker or employer to do something

- Personal Protective Equipment
  - Requires worker to wear something

- Engineering Controls

Hierarchy of Controls:
1. Elimination/Substitution
2. Administrative Controls
3. Personal Protective Equipment

Effectiveness:
- Most Effective: Elimination/Substitution
- Least Effective: Personal Protective Equipment
OSHA “HIERARCHY OF CONTROLS”

- Engineering Controls
- Administrative Controls
- Safe Work Practices
- Personal Protective Equipment
Tackling HVAC opportunities

- **New Paradigm**
- **Not just Energy Efficiency or Cost Control**
  - Close building envelope
  - Minimize outside air (economizer) to recirculate air
  - Cleaners/Finishes/Paint/Carpet – chemical off-gassing & moisture

- **New Focus on Healthier Buildings = Air Quality**
  - ASHRAE/IFMA/BOMA standards
  - Utilize a professional HVAC expert (internal/vendor/consultant)
  - Potentially not as energy efficient
Tackling HVAC opportunities

5 No-Cost and Low-Cost HVAC action items that can be implemented now

*Take charge to provide a healthier environment*

**#1 Regular Maintenance of your HVAC units**

Your HVAC unit can retain and even grow/breed contaminants

- Clean Mixed Air Section
- Clean Condensate Pan
- Use Biocide tablets in Condensate Pan
- Clean and Flush condensate drain

Bob Rodriguez-ACS
Tackling HVAC opportunities

5 No-Cost and Low-Cost HVAC action items that can be implemented now
Take charge to provide a healthier environment

#2 Indoor Air Quality Sensing, Monitoring and Notification
  • CO2 sensing (indication of congested area)
  • Volatile Organic Compound sensing

#3 Outside Air Ventilation for Indoor Air Quality
  • Force additional fresh air (over-ride Economizer)
  • Post-Cleaning (reduce moisture dilute chemicals)

Bob Rodriguez-ACS
Tackling HVAC opportunities

5 No-Cost and Low-Cost HVAC action items that can be implemented now

Take charge to provide a healthier environment

#4 Improved Filtration (Most filters utilized are 30% Efficient Pleated)
- MERV13 (or higher) Filters (capture 80% of airborne viral particles)

#5 Indoor Humidity Control
- Viruses survive better at low humidity, Mold survives better at high humidity
- Control Indoor Humidity between 40%RH-60%RH (to minimize both)

Bob Rodriguez-ACS
Tackling HVAC opportunities

Additional, yet More Expensive action items

Directly Clean and Disinfect the Air in the HVAC Unit

- UV Light radiation in Condensate/Mixed Air section of HVAC Unit
- Ozone Emitter in duct stream of HVAC Unit
  - Both must be custom sized for each HVAC unit
  - Both require additional maintenance
  - Both create potential hazard to HVAC service personnel

Bob Rodriguez-ACS
Tackling HVAC opportunities

**SUMMARY** You can take charge to provide a healthier environment for all occupants

- **New Paradigm** Not just Energy Efficiency or Cost Control

- **New Focus on Healthier Buildings = Air Quality**
  - ASHRAE/IFMA/BOMA standards
  - Utilize a professional HVAC expert (internal/vendor/consultant)
  - No-Cost and Low-Cost action items
  - Potentially not as energy efficient

Bob Rodriguez-ACS
Engineering controls

• Change faucets to hands free.
• Hands free Ice/water
• Automated waste receptacles
• Foot access for doors
- Create Zones for building with leaders in each zone responsible for
  - Make sure only people that belong in that zone are the only ones in that zone
  - Monitoring temperature of employees
  - Help health officials with tracing is someone tests positive for covid 19
- Create ingress and traffic flow patterns into and out of Zones
- Create meeting areas that are accessible without going thru other zones
Zones
• Evaluate existing floorplan – staff layouts
  • Utilized CAFM capacity & occupancy data
• Develop guidelines to reinforce social distancing
• Work with Teams as they establish work schedules:
  • Work from Home (WFH)
  • Alternating days
  • Shifts
• Develop a Phased Plan to Return to Work

Teresa Reichert - Garmin
• Review where panels, screens, clear dividers may be helpful (reception, helpdesks)
• Review Common spaces
  • Vertical transportation (stairs, elevators),
  • Conference rooms - ‘Recommend Skype or Teams’
  • Café (Food Service) changes

Teresa Reichert - Garmin
Engineering controls

- Planning for Safe Distance-Guidelines
Engineering controls

• Evaluating Spaces

Teresa Reichert - Garmin

3 Person Office
(with social distancing)

2 Person Offices
(with social distancing)

(Skip assigning every other seat for compliance)
Engineering controls

- Conference rooms will be limited occupancy – 50% or less
  - Extra chairs removed and/or tied off
- Hand Sanitization Stations in key areas
- Bathrooms upgrading to touchless flush and wash solutions
- Cloth mask for associates
  - These are not required to wear continuously
  - Use when social distancing is not possible (elevators, hallways, stairwells, etc.)
- 1:1 Meetings need to be in appropriate 2-person office or meeting room.
- Refrain from talking in elevators
- Recommended use of stairs with proper distancing

Teresa Reichert - Garmin
Phase 1a – May 18th
- Design Engineers, Technicians, LLSW (partial)
- Recent hires and mentors
- Associates that could benefit (distractions, connectivity, personality, etc.)
- Managers, TLs for above teams
- Limit to one per office

Phase 1b – Approximately June 8th
- Remaining LLSW
- New Hires, Interns and their mentors
- Start to occupy two per office

Phase 2 – Approximately July
- Partial Teams (Product Software, Quality, CIQ, Garmin Health)
- All Leadership
- Continue to limited to one per office as much as possible

Phase 3 – Approximately August
- Remaining Associates

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Teresa Reichelter - Garmin
Example Team Phase 1a
Now- May 18th

- Design Engineers
- Technician
- LLSW (partial)
- Recent hires & Mentors
- Managers/TLs for above

Total = 41 out of 136 (30%)  
Limit one per office

Teresa Reichert - Garmin
Example Team
Phase 1b - June 8th

- Remaining LLSW
- New hires, Interns
- and Mentors
- Some 2 per office

Total = 61 out of 143 (43%)

Teresa Reichert - Garmin
Example Team
Phase 2 - July
• Remaining Leadership
• Partial Product SW
• Partial Product QA
• Partial Garmin Health
• Partial CIQ
• Partial PjM, PdM
• Limit to 1 per office

Total = 104 out of 148 (70%)

Teresa Reichert - Garmin
Example Team
Phase 3 – August

- Remaining Product SW
- Remaining Product QA
- Remaining Garmin Health
- Remaining CIQ
- Remaining PjM, PdM
- Occupy two per office

Total=147 out of 148 (99%)

Teresa Reichert - Garmin
• Physical separation
• Physical separation

Jim Wilkinson – Scott Rice/Image Flooring
Engineering controls

- Sensors
• Automation to eliminate touch points
• Use apps when possible for tasks such as reserving a room. We are evaluating app. options for other touch points such as copiers and height adjustable desks.
• In the interim use disinfectant wipes after each use of common space items.

Jonathan Smith – Siemens
Administrative controls


• Developing emergency communications plans, including zoom meetings for answering workers’ concerns and internet-based communications.

• Provide posters and emails with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).

• Provide handwashing signs in restrooms.

Various marketing departments
Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

1. Encourage workers to stay home if sick.
2. Encourage respiratory etiquette, including covering coughs and sneezes.
3. Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
4. Limit worksite access to only essential workers, if possible.
5. Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
6. Discourage workers from using other workers’ phones, desks, or other work tools and equipment.
7. Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
8. Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
9. Follow the manufacturer’s instructions for use of all cleaning and disinfection products.
10. Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).
30 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your STATE AND LOCAL AUTHORITIES.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.

For more information, please visit CORONAVIRUS.GOV
Please...

WASH YOUR HANDS

SmartSign.com • 800-952-1467 • S-4868
• Sick workers to stay at home or if children are sick, work from home. Notify your employer.

• If someone in your household has tested positive do not go to work. Contact your medical provider.

• Follow CDC guidelines for workers who may have had exposure to Covid-19

• Follow CDC guidelines for return to work of a Covid-19 positive employee.
• Strongly consider using masks. For the exposed employee a mask should be worn at all times while in the workplace for 14 days after last exposure to Covid-19. Per CDC guidelines

• Minimize contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework when feasible.

• If you have an underlying health condition that can put you at an increased risk work remotely.

Administrative controls

Check most up to date Federal State Local Guidelines

**RULE FOR REOPENING KCMO**

- 10% building occupancy or
- 10 people allowed inside a business – whichever is greater;
- Sign-ins required for anyone who visits a business for more than 10 minutes.

Plus: Social gatherings up to 10 people inside or 50 people outside. Includes weddings/funerals/religious services. Must gather contact info of all attendees.

FAQS at KCMO.GOV/CORONAVIRUS
Safe Work practices

• Establish screening procedure including taking of temperature. Random Covid-19 testing plan. Antibody screening may be considered in future as capacity allows but not CDC recommended yet.

• Vendors and customers coming into building must check in and go thru screening process

• Avoid large group meetings unless social distancing can be utilized.

• Associate should physically distance when taking breaks together. Stagger breaks and don’t congregate in the break room, don’t share food or utensils.

Jim Wilkinson – Scott Rice/Image Flooring
Safe Work practices

• Isolate any person who has above normal temperature, signs and/or symptoms of Covid-19.
  • Provide PPE including masks and gloves.
  • Immediately arrange for that person to go home and to contact their medical provider.
  • Obtain information of contacts and locations visited in the building.
  • Disinfect area as soon as possible using EPA approved sanitation process
    (see CDC Interim Guidelines)

Jim Wilkinson – Scott Rice/Image Flooring
Cleaning to Protect Health

Must change the way we look at cleaning

• Every surface must be evaluated
  Counter tops, fixtures, desks, chairs, push bars, elevator buttons

• Common Areas must be evaluated
  Breakrooms, entrances, restrooms, stairwells & elevators

• Tools & Processes must change with the changing times
  List N Disinfectants, HEPA filtrations, string mops OUT, ATP testing

• Plan for cleaning throughout the day

• Nightly/Weekly Disinfection schedule

Jason Kisor – Q4
PPE for Return to Work

- Installing touch-free fixtures when possible/applicable
  Flushers, Towel/Soap/Sanitizer dispensers
PPE for Return to Work

- Determining who needs what?
  Mailroom staff needs differ from secluded office staff
- Face Covering - Masks are strongly recommended if not mandatory
  Surgical Style/Cloth Style/Bandanas/Flip down face shield - It's up to each company to decide what level mask is acceptable
- Provide hand sanitizer placed strategically throughout the space.
- Provide disinfectant wipes as needed
- Provide Gloves/Safety Glasses as needed
- Other protective equipment as job requirements deem necessary
  N95 mask for staff member taking temps upon entry

Jason Kisor – Q4
Email info@ifmaKC.org if you have info you would like to share.
Discussion

and

Q & A