Office		
Restart Date:		
Meeting Date:		

Covid-19 Office and Jobsite Office Restart Matrix

Turner

Section	Protocol (Required)	Guideline	Topic	Task	Links	Lead	Due Date	Notes / Special Circumstances
Leadership Team	x		Leadership Team	Create a cross-functional Team responsible for office readiness for staff return; ensure inclusive and diverse perspectives				
	x		Plan for office re-opening	- Create timeline for adopting new protocols and/or reopening office - Include communication plan				
		x		Consider phased re-opening of offices and/or staggered shifts (start/end times) or days				
	x		Assess workforce return readiness	Solicit input from our employees to surface any concerns or needs to return to work in the office. Some methods include: - 1:1 conversations - employee surveys - manager outreach - combination of feedback methods - other				
	x			At least 2 weeks before office restart, solicit input from staff to understand special arrangements: - child/elder care - health conditions - commute/transportation - other barriers Assess total staff counts in office.				
	x		Assess physical space requirements	Understand the work plan and seating plan for the number of people working in offices and remotely.				
	x			Create logistics / seating plan for office and communicate out				
	x		Welcoming back	Welcome back activities may include: - welcome huddle going over new protocols - orientation of new space - welcome back packet - QA				
	x			Plan and execute a Right Environment session upon return. Be sure to include remote workers	Right Environment Playbook			
	x		PDCA	- Check in regularly for continuous improvement - Plan-Do-Check-Adjust				
Communications	x		Planning	Create a communication plan to prepare your employees on the new protocols				
		x	Orienting & setting expectations	Employee preparedness: Virtual tour of office site				
	x			Provide logistics plan of the office.	Mid Atlantic example of new office guidelines with COVID-19			
	x		Outreach &feedback	Manager outreach (connecting to your people)				
		x		Consider gathering employee feedback via surveys pre and post				
	x		Signage	Hygiene -- Posters available on Turner Store and TKN COVID-19 Site				
	x			Wellness screening protocols: Prior to Entry Screening Questions	English			
	x			Wellness screening protocols: Prior to Entry Screening Questions	Spanish			
	x			Other posters	COVID-19 Jobsite Posters			
	x			Post information at office entry re: office guidelines (temp screening, PPE, traffic flow, etc.)				
		x	Other visual management	Office etiquette: Guidelines for behaving and cleaning up after oneself according to new norms				
		x		Kitchen, copy area protocols				
		x		Bathroom protocols				
	x			Floor markings (flow)				
	x			Room capacities				
	x		Emergency Preparedness	Emergency contacts and evacuation points (reevaluate your muster locations)				
Personal Health	x		Stay home if sick	If you are ill stay at home. Do not come to work at the first sign of potential illness such as fever, cough, gastrointestinal issues, muscle aches without cause, or difficulty breathing.				
	x		Temperature Screening	Employees to check their temperature prior to coming to work. If they have an elevated temperature they should stay home from work for at least 72 hours after their fever has lowered without the use of medication.	Temperature screening plan			
	x			Document and execute a temperature screening process for entry to the office using a medical grade thermometer for all staff and visitors.				
	x		PPE	- All Turner employees and visitors must wear at minimum a cotton cloth face covering (cotton cloth, bandana, / buff) that covers the nose and mouth when moving about the office or in group / conference room meeting spaces. - When working in individual office/workstation and maintaining social distancing you do not need to be wearing your mask.	COVID-19 Personal Protective Equipment			
	x			Have other PPE available for work closer than 6 feet (refer to COVID-19 Personal Protective Equipment document)				
	x		Hygiene	Facilities should enable washing hands often	Project Mitigation Measures			
	x			Tissues and waste receptacals should be available around office				
	x			Role model hygienic behavior. No handshaking, hugging, or physical contact with others				
	x		Cleaning supplies and practices	Order enough cleaning materials and have available. Example: hand sanitizer stations, containers in common spaces and for personal use				
	x			Have disposable hand towels, paper towels, disinfecting wipes, tissues available throughout common areas, offices and for individual use				
		x		Consider touchless faucets/soap dispensers/door foot pedals wherever possible	https://www.stepnpull.com/			
	x			Use signage to discontinue use of hand blowers as they may spread germs				
	x			Plan for adequate onsite cleaning staff				
	x			Assess areas that need to be rearranged or closed off during this time				
		x	Commute	Provide guidance on taking public transportation				
		x		Provide guidance for parking				
		x	Returning home		Protecting Your Home			
Cleaning and Maintenance	x		Cleaning Plan	Hire cleaning services to administer daily cleaning protocols to include a cleaning attendant during business hours (consider full-time for higher occupancy locations) and a thorough overnight cleaning after business hours.	COVID-19 Cleaning and Disinfection Protocol			
	x		Protocol and areas	Establish and follow protocols for cleaning the following areas:				
				Working surfaces				
				Elevators				
				Shared stairwells				
				Shared cafeterias/breakrooms/vending areas				
				Conference rooms - have hand sanitizer and wipes in each room				
				Common coffee pots/water stations				
				Kitchen appliances (if not using, disable or "do not use" signage)				
				Restrooms				
				Corridors				
				Offices				
				Reception area				
				Copy/print areas				
				Touch pads and lightswitches throughout office				
				Patios/Outdoor areas				
	x		Responding to COVID+ or assumed +	Execute response plans after a COVID confirmed/presumed positive event	COVID-19 Response Plan			
Common Areas	x		Break areas / kitchen	Kitchen and break areas are an important component of a functioning office. This protocol assumes an open kitchen following diligent health and safety protocols as follows:				
	x			Create a protocol for the use of kitchen appliances and communal materials (dishwasher, microwaves, refrigerator, coffee and ice machines, etc.) and shared food items (milk/creamer, condiments). Supply materials such as disposable gloves, disposable wipes for individual cleaning after use, etc. - All appliances should be wiped down by each user following use - Refrigerator: individuals should wipe down their covered containers with a disposable disinfecting wipe before placing into the refrigerator. All items should be placed in a sealed container. Any items left Friday night will be discarded.				
	x			Utilize single-use disposable cutlery, cups and plates, (including coffee and water) cleaning materials (recommend the use of bio-based or compostable supplies)	Example of items from Office Depot			
	x			Limit kitchen occupants and create queing marks on floor to maintain 6' social distancing				
	x			If you use water bottle filling stations, establish distancing and cleaning protocols and use single use cups				
		x		If discontinuing use of water bottle filling stations, use aluminum can or boxed water for sustainability, avoid use of plastic water bottles				
	x			No buffet-style catered services Food/snack items available to employees are to be individually wrapped				

Category			Item	Description	Reference			
	x		Reception areas	- Rearrange to provide social distancing - Mark floor and use signage for directional instructions (flow) - Provide a plexiglass barrier if necessary - Ensure adequate cleaning materials are available - Schedule space thoughtfully to avoid crowding - Place covered receptical bin for used/disposable PPE				
	x		Restrooms	- Limit occupancy - No hand dryer use				
	x		Copy / Print areas	- Limit occupancy - Wipe down surfaces (have wipe dispensers placed in copy rooms) - Use signage to reinforce cleaning protocols				
	x		Handsanitizer stations	Handsanitizing stations throughout building				
	x		Incoming mail and packages	Establish a protocol for incoming packages that may include: - designating individual(s) responsible for receiving and cleaning - wipe down all incoming materials with disinfecting wipes				
	x		Phone/Huddle rooms	Convert to assigned single occupancy				
Physical Distancing - Work Areas		x	Returning to office	Allow staff to return in phases. Stagger start and exit times.				
	x			Scope out office to assess and adjust to allow social distancing. This may call for rearranging of the floor plan/space.	Example from NJBU COVID-19 Plan 4-15-20			
		x	Building access	Work with landlord, if applicable, to accommodate social distancing when accessing and exiting the building; dedicate separate doors for entrance/exit				
	x		Room capacity	Mark room capacity on signage for all common and work areas; remove extra furniture				
		x	Avoid crowding	Consider staggered start/end times, break and lunch times.				
		x		Consider rotational schedules, staggered start/end time, or day for staff				
	x		Work stations /cubicles	Ensure 6' spacing to the sides and behind of occupied work stations or create vertical barriers.	Deflecto Safety Dividers and Floor Markers			
	x			If facing workstations do not have an adequate barrier, stagger seats to avoid close contact.				
	x			Dedicate cubicles and closed offices to a single worker or ensure 6 ft distancing. Do not share phones, docking stations, mice, etc.				
		x	Corridor flow	Mark single direction access and flow to avoid close contact. Tape direction on floors.				
	x		Doors	Assess doors: Prop doors open whenever possible; provide cleaning protocol for door hardware Eliminate keypad or provide cleaning materials Assign entrance and exit doors				
	x		Individual and shared offices	Remove any additional chairs that would create close contact. Eliminate shared office space.				
	x		Conference Rooms	Remove chairs as needed to provide for physical distancing				
	x			Limit the size and duration of in-person meetings Consider video conferencing even if in same location				
	x			Stop using handsets (phones) in common areas People should use their mobile phones only - clean often				
	x			Place visual reminders for 6 ft distancing for people who do gather in the conference room				
	x			Provide hand sanitizer and disinfectant wipes in each room for general clean up, remote controls and telephone use				
		x	Flex spaces	Reassign flex spaces/visitor spaces for individual use only				
Landlord Issues	x		Meet with landlord	Meet with landlord to discuss the following items and set protocol:				
	x		Deliveries	- Establish a plan or designate a person to manage deliveries (Postal Service/UPS/FedEx) - Dedicate a designated area to store/clean packages				
	x		Cleaning crew	Understand the cleaning service and protocol for the building/work space. Assess if it needs to be supplemented.				
	x			If cleaning crew is onsite with staff, assure they are using proper PPE.				
	x		Restrooms	Understand the cleaning process for the public bathrooms (if applicable). Discuss if they can be dedicated to our employees' use.				
	x		Security/Reception	Understand the building's security/reception policy/activities for visitors during this time. Supplement if not up to Turner standards.				
	x		Keypads	Assess possibility of bypassing keypad entries. If not, assure cleaning process/products are in place.				
		x	Ventilation	Verify that air ventilation meets current code requirements. Explore opportunities to enhance				
	x		Shared amenities	- Shared building amenities: Cafeteria/Fitness center/Other - Communicate that employees should utilize hygeine, safety and cleaning protocols when/if using any shared building amenities				
	x		Elevators	- Execute social distancing in the elevators (establish capacity) - Use signage - Assure cleaning protocols are being implemented				
	x		Entrances and Exits	- Work with landlord, if necessary, to accommodate social distancing when accessing and exiting the building - Have cleaning supplies near doors - Dedicate entry doors and exit doors - Mark traffic patterns				