

Office Safeguarding Measures – Overview

| Theme | Safeguarding measures |
|--|---|
| i Workforce protection | Travel/movement to work (including work from home measures) Entry to worksite Employee health policy measures |
| ii Employee protection | PPE Workplace distancing and workstation barriers Sanitization measures Worksite facility conditions Public health knowledge and capability-building |
| iii Non-employee protection | Social distancing measures Sanitization measures Limitations against exposure to individuals Preventions against material contamination |
| iv Business process adaptations | Physical workspace adaptations Digital workspace adaptations (including work from home measures) Operational and productivity process adaptations Communication and continuous improvement adaptations |
| v Employer-led public health interventions | Detection and tracing Personal behavior reinforcement |
| vi Industry-wide safeguards | Governance and councils Standards and protocols |

This playbook is broadly applicable to working environments in offices

- Large corporate offices
- Small branch offices
- ...

Office Safeguarding Measures

PRELIMINARY
NON-EXHAUSTIVE

Local governmental rules and decisions should always be followed carefully

i Theme: Workforce protection

| Workforce protection | Protection area | Considerations ¹ |
|----------------------|--|--|
| | Travel/movement to work (including work from home measures) | <ul style="list-style-type: none"> • Provide dedicated transportation for all employees with social distancing (50% capacity) and sanitize vehicle after use • Subsidize parking/sponsor carpool to encourage use of private transport |
| | Entry to worksite | <ul style="list-style-type: none"> • Establish controlled means of entrance (e.g., single point, multiple entrances, etc.) • Establish sign-in stations or check points restricting access to employee workstations/production areas • Routine temperature checks upon building or office entry, • Ensure controlled measures to minimize visitor/contractor access to facility when entering property (e.g., escorted, PPE requirements) • Limit visitors/contractors entry unless necessary • Visitors/contractors to fill out health questionnaire prior to entering facility • Install hand sanitizing stations at entrances and in common areas • Select list of people allowed to work based on strict criteria (e.g., age profile, previous medical history, etc.), in line with local labor laws • Suspend fingerprint-entry keypad • Arrival times staggered by 10-minute intervals over one to two hours to reduce congregation on entry and exit • Staggered breaks to reduce large group gatherings |
| | Employee health policy measures | <ul style="list-style-type: none"> • Mandatory 14-day quarantine in case person identified as high risk • Ensure sick leave policies are flexible and consistent with public health guidance |

1. Aggregation from case studies across different countries and U.S. states. Please consider the list as examples of actions; level of importance to contamination containment have not been assigned and is up to client and state/federal public health regulations and recommendations

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ii Theme: Employee protection

| Employee protection | Protection area | Considerations ¹ |
|---------------------|--|---|
| | Personal protective equipment | <ul style="list-style-type: none"> • Common screening protocol; temperature checks; face masks for all professional personnel; gloves in common areas • Requiring PPE (cloth masks) and gloves when in common spaces |
| | Workplace distancing and workstation barriers | <ul style="list-style-type: none"> • Establish barriers between workstations; workstations deep cleaned/sanitized after each day • Increase hygiene protocols for delivery areas – PPE requirements and enhanced cleaning • Minimize physical presence of non-core workers • Postpone large group training or on-site visits; set up virtual training or on-site visits |
| | Sanitization measures | <ul style="list-style-type: none"> • Enhanced sanitization of all common areas • Enhanced sanitization of common touch points (e.g., doors, stairwell handles, light switch, elevator switch, etc.) • Procure increased amounts of soap, hand sanitizer and cleaning materials and equipment |
| | Worksite facility conditions | <ul style="list-style-type: none"> • Ventilation per OSHA guidance • No-touch trash bins/waste receptacles |
| | Public health knowledge and capability-building | <ul style="list-style-type: none"> • Signage on handwashing, social distancing and what to do if you or a colleague is feeling sick (full list of protocol for separating sick employees) • Use promotional programs around hand washing and other best practices ("Do the 5") • Clear posting of hygiene requirements, testing/monitoring requirements and promotion materials on stay home/no handshakes |

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iii Theme: Non-employee protection

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| Protection area | Considerations ¹ |
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| Social distancing measures | <ul style="list-style-type: none"> • Density requirements to enable six feet of space between all employees or 25–50% office capacity • Limit use of common dining area (e.g. group orders delivered to site, designated seating areas) • Step down protocol for social distancing, staged hours for vulnerable populations • Ensure customers and employees stay at least six feet apart |
| Sanitization measures | <ul style="list-style-type: none"> • Daily cleaning of office spaces and full cleaning of high-touch areas throughout the day (e.g., printing rooms, kitchens, bathrooms, etc.) • Enhanced sanitization of common touch points (e.g., doors, stairwell handles, light switch, elevator switch, etc.) |
| Limitations against exposure to individuals | <ul style="list-style-type: none"> • Facility must immediately disclose infection to state department of health bodies • Employer and building must immediately report notification of infection, number of infected employees, timing of infection and remediation plan; all staff who came in contact with employee need to be tested; full-deep sanitization required; close building including non-affected offices until all common areas in building are sanitized; require all staff be tested • Going remote/work from home for teams interacting with infected individual |
| Preventions against material contamination | <ul style="list-style-type: none"> • Enhanced hygiene protocols for delivery areas |

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iv Theme: Business process adaptations

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| Physical workspace adaptations | <ul style="list-style-type: none"> • Reduce seating in breakrooms/common areas to ensure >six feet physical distance • Designate rooms to quarantine individuals until health officials are contacted/individual can safely return home or to a health facility, making sure to deep clean after use • Access to common spaces (e.g., kitchens, bathrooms, storage rooms) limited |
| Digital workspace adaptations (including work from home measures) | <ul style="list-style-type: none"> • Require non-core functions and vulnerable populations to work from home until further notice • Divided critical function teams with groups alternating work in-office or using satellite sites • Opt-in model to remote work/telework • Clear resources, procedures, and expectations for remote work; use of contingency plans for continuity; cross train employees to cover for business essential positions, |
| Operational and productivity process adaptations | <ul style="list-style-type: none"> • Mandatory hand washing every two hours; installation of additional hand sanitization and soaps in toilets and common areas • No overlap between shifts for direct and indirect labor • Staggered breaks to reduce large group gatherings • Avoid meetings of more than five participants; obligatory face mask during face-to-face meetings |
| Communication and continuous improvement adaptations | <ul style="list-style-type: none"> • Provide daily updates to all employees on latest facts concerning Covid-19 in community, updated policies, and impact on business and employment • Establish team or communication chain to collect questions and concerns from community • Extensive signage and communication on stepped-up cleaning and hygiene practices with visible air purifiers, etc. placed |

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v Theme: Employer-led public health interventions

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| <div data-bbox="122 301 168 1182" style="writing-mode: vertical-rl; transform: rotate(180deg); background-color: #e67e22; color: white; padding: 5px; font-weight: bold;">Employer-led public health interventions</div> <div data-bbox="188 691 575 729" style="background-color: #f9cb9c; padding: 10px; border: 1px solid #ccc;">Detection and tracing</div> | <ul style="list-style-type: none"> • Check and log daily body temperature (with contactless thermometer) for all employees, visitors, contractors, and personnel entering and reentering facility • Ensure appropriate procedures if employees exceed normal body temperature (e.g., employees get tested/allowed to work remotely/relieved from work for two weeks) and set up tracking of tested or sick employees and their point of contacts for contact tracing • Notify health officials of suspected sick employees • Group employees into teams that stick together (work, travel, live, and eat) to facilitate health tracking |
| <div data-bbox="188 1200 517 1279" style="background-color: #f9cb9c; padding: 10px; border: 1px solid #ccc;">Personal behavior reinforcement</div> | <ul style="list-style-type: none"> • Use promotional programs around hand washing and other best practices ("Do the 5") |

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vi Theme: Industry-wide safeguards

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| Governance and councils | <ul style="list-style-type: none"> • Coordinate with industry associations and union organizations on best practices and capability checklists in reference to WHO, state departments of health, and CDC guidelines • Covid-19 Inspection service to clear offices before reopening ▪ Local enforcement officers to regularly visit large corporate offices, physically or virtually, and fine for safeguard infractions |
| Standards and protocols | <ul style="list-style-type: none"> • National Covid-19 standards for health inspections • Clear standard on division of responsibility for screening between buildings/landlords with multiple tenants and businesses • Setup clear protocols based on indicators <ul style="list-style-type: none"> — Leading indicator: Thermometer temp spikes, thermal scanning spikes, and increased absenteeism — Lagging indicator: Staff health visits above pre-defined rate, and community spread in retailer locale • Statewide reporting tool for measures of performance and effectiveness • Hotline for suspected case reporting and hygiene violations |

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