



## **Guidelines for CPB Employee Return to Work**

CPB's priority in responding to the COVID-19 Pandemic is focused on the safety of CPB staff while continuing ongoing operations. Following the office closure on March 16, we continue to monitor information from public health authorities, the Federal government, the District of Columbia, Maryland and Virginia for mandatory actions and best practices for nonessential businesses. As there is no specific treatment or vaccine to prevent COVID-19, the best way to prevent contracting the virus is to avoid exposure to the virus. This is being addressed with closures of Nonessential Businesses and Stay-at-home-Orders.

CPB will begin a phased reopening of offices at 401 Ninth St. guided by State and Local orders as well as guidelines provided by our landlord, Boston Properties (BXP). Although BXP is targeting June 1 as the initial repopulation date, CPB will not begin a return transition to the office until Nonessential Business restrictions and Stay-at-home-Orders have been lifted by DC, MD and VA. Even when these are lifted, CPB may defer reopening based on federal guidelines described below.

This document provides details on CPB's phased approach for returning to 401 Ninth St. It provides definitions and criteria as well as new policies and procedures related to workplace practices and protocols that must be followed by all staff. CPB's phased reentry plans will take into consideration and include staff identified as essential, high-risk status, mode of transportation, ability and effectiveness in working remotely, adjusted work hours, adjusted workdays, combination of both in-office work with telework and individual employee concerns.

### **Federal Phase Reentry Guidelines:**

The phase definitions recommended by the Federal Government for States begins following a 14-day period of reduced positive tests.

**Phase One**, Nonessential Businesses begin opening, strict physical distancing protocols continue, and travel is not permitted. Vulnerable individuals and members of households with vulnerable residents should continue to shelter in place.

**Phase Two**, begins after a second 14-day period of reduced positive tests. At this point, schools, day care centers and camps could reopen, and travel could resume. Venues that could reopen in Phase One can reduce physical distancing protocols.

**Phase Three** starts when a third 14-day period of reduced positive tests is achieved. At that point, "vulnerable individuals" could resume public interactions but should practice social distancing, according to State and Local guidelines. Only in Phase Three could work sites resume normal staffing protocols without restrictions.

*Note: Under no circumstances should an individual feeling sick or who has an abnormal temperature be coming to 401 Ninth St. to work. This applies to COVID-19 symptoms or to symptoms related to nothing more than the common cold. CPB provides leave programs, sick, vacation and personal, and employees are expected to use these programs so employees do not expose other employees to their sickness. If you come to the office sick, you will be sent home and required to charge leave for that day.*

### **CPB Phase One Reentry:**

CPB will remain closed during Phase One, *beginning date to be announced*. Mail will continue to be processed by Office Services and IT support staff will continue to access CPB space as required to maintain information technology and communication operations.

Non-vulnerable staff will be permitted to access CPB space on a very limited, pre-approved, as needed scheduled basis. Approvals, based upon business needs as confirmed by the appropriate department head, will be made by the VP Human Resources with a goal of minimizing the number of staff on site at any given time. To obtain access approval, an employee must certify that they have regularly checked their temperature and it has been normal, that they have not experienced any signs of COVID-19 and have not been exposed to anyone in the prior 14 days who has been tested positive for COVID-19.

Employees authorized to access CPB space will be required to follow BXP policies for building access and use of common area space and elevators. Social distancing criteria and office protocols must be followed. Face masks and gloves must always be worn, unless working in the staff members assigned office space. Access to other offices or work areas is prohibited. Traffic flow in the office will be indicated through signage and floor decals and directions must be adhered to.

Conference rooms and other common use areas (lobby, kitchens, break room) are not to be used and refrigerators, microwaves, ice dispensers, coffee machines and soda dispensers are not to be used. No visitors will be permitted to CPB, including children. In-person meetings are not permitted and tools such as Microsoft Teams should continue to be utilized.

Disposable wipes for employees to wipe down doorknobs, keyboards and desks before each use and prior to departure will be located on the receptionist counter for on-site staff use. Healthy habit reminders on walls of restrooms must be followed.

### **CPB Phase Two Reentry:**

No earlier than 14 days following the Phase One reentry date, will Phase Two begin for CPB.

CPB will follow a gradual reopening process based on pre-approved schedules to be developed between department heads and the VP of Human Resources. Vulnerable staff will not be authorized access for Phase Two. It is anticipated that telework will continue for most staff during this phase, and that work schedules for staff approved for Phase Two entry will incorporate telework.

Most of the Phase One office restrictions will continue in Phase Two. Authorized staff will be required to follow BXP policies for building access and use of common area space and elevators. Social distancing criteria and office protocols must be followed. Face masks and gloves must always be worn, unless working in the staff members assigned office space. Access to other offices or work areas is prohibited. Traffic flow in the office will be indicated through signage floor decals and must be adhered to.

All employees will be subject to temperature checks upon entering and reentry to CPB space. Entry will be limited to the second-floor east entry by the receptionist counter where temperatures will be taken and confidentially recorded and employees will be required to certify that they have not experienced any signs of COVID-19 and have not been exposed to anyone in the prior 14 days who has been tested positive for COVID-19.

Conference rooms and other common use areas (lobby, kitchens, break room) are not to be used nor are refrigerators, micro-waves, ice dispensers, coffee machines and soda dispensers to be used. Visitors will not be permitted to CPB, and this includes children. In-person meetings are not permitted and tools such as Microsoft Teams should continue to be utilized.

Disposable wipes for employees to wipe down doorknobs, keyboards and desks before each use and prior to departure will be located on the receptionist counter for on-site staff use. Healthy habit reminders on walls of restrooms must be followed.

During Phase Two, staff will be required to place their trash and recycle containers in hallways for processing by cleaning staff. Cleaning staff will continue to maintain common space but will only clean offices and workstations on Fridays, to minimize exposure.

### **CPB Phase Three Reentry:**

No earlier than 14 days following the Phase Two reentry date, will Phase Three begin for CPB.

Phase Three will accommodate a return of all CPB staff, but this will be done on a schedule to be developed between department heads and the VP of Human Resources. It is anticipated that telework will be included in the work schedules for some staff on an ongoing basis. However, a more formal telework program will be developed, which may incorporate a model similar to what is used by the federal government that includes individual telework contracts.

In Phase Three, we anticipate that many of the protective protocols will be reduced and will be identified when we are ready to implement Phase Three Reentry. All staff will be required to follow BXP policies for building access and use of common area space and elevators. Social distancing criteria may be reduced, and office protocols will be modified. Access to other offices or work areas will be reinstated and traffic flows will likely be relaxed.

Temperature checks upon entering CPB space may be modified but until a cure or vaccine is available, will be required to certify that they have not experienced any signs of COVID-19 and have not been exposed to anyone in the prior 14 days who have tested positive for COVID-19.

Conference rooms and other common use areas (lobby, kitchens, break room) will be reopened and use of refrigerators, micro-waves, ice dispensers, coffee machines and soda dispensers will be allowed with strict adherence to posted protocols for their use. Visitors will be permitted to CPB, although children will not be permitted. In-person meetings will be allowed while adhering to any social distancing requirements, Disposable wipes for employees to wipe down doorknobs, keyboards and desks before each use and prior to departure will be located on the receptionist counter for on-site staff use. Healthy habit reminders on walls of restrooms must be followed.

During Phase Three, staff will be required to place their trash and recycle containers in hallways for processing by cleaning staff. Cleaning staff will continue to maintain common space but will only clean offices and workstations on Fridays, to minimize exposure.

**Definitions and criteria:**

**1. Local jurisdiction executive order expiration dates:**

	<u>Nonessential Business</u>	<u>Stay-at-home-Order</u>
DC	???	???
MD	???	???
VA	???	???

**2. Vulnerable or High-risk individuals:**

The Center for Disease Control and Prevention (CDC) has identified those as high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#)
- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including Chronic lung disease or moderate to severe asthma, serious heart conditions, severe obesity, diabetes, chronic kidney disease undergoing dialysis, liver disease and people who are immunocompromised.

**3. Reporting requirement for testing positive for or exposure to COVID-19:**

Based on CDC recommendations, CPB has adopted the following protocols:

- Any employee testing positive for COVID-19 must immediately notify the VP Human Resources and is not permitted to return to CPB until successfully testing negative for the illness as confirmed with a doctor’s note indicating they are able to return to work.
- Any employee exposed to an individual who was tested positive for COVID-19 must immediately notify the VP Human Resources and will be required to quarantine for 14 days or sooner if tested with a negative result. During this period telework may be authorized by your department head and the VP Human Resources.

#### **4. Reducing the spread of COVID-19:**

As recommended by the CDC, employees are responsible for adhering to the following practices to prevent and reduce the spread of COVID-19 through good hygiene and infection control practices:

- Frequently wash your hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards and telephones.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment.

#### **5. Social distancing:**

Maintain at least a 6-foot distance between yourself and people you are interacting with and avoid handshakes and other forms of physical contact. Adhere to "tape" markings on floors indicating distancing requirements.

#### **6. Restroom usage:**

One individual is permitted in the restroom at any given time. "In Use" and "Available" signage will be displayed on each restroom entrance door which must be adjusted upon entering and exiting.

#### **7. Office cleaning:**

Prior to Phase One implementation, a professional custodial company will sanitize all high traffic areas with *Sporicidin* to protect treated areas from contamination for up to six months. Specific cleaning will include:

- Corridors and main traffic areas (including all door handles, light switches, elevator call buttons, shared equipment, and other high-touch surfaces).
- Conference rooms and pantry facilities (countertops, cabinet door and drawer surfaces, tables, credenzas, and seating).
- Individual offices/workspaces (personal door handles and frames, light switches, desktops, phone and computer equipment).

This level of cleaning will be repeated as needed. On an on-going basis, daily cleaning and sanitization of high-touch public areas will be performed at least once per day. Public door handles, light switches, elevator call buttons, shared equipment such as copiers and printers, and other high-touch surfaces will be wiped down. Again, disinfectants effective in eliminating COVID-19 will be utilized on these surfaces.

#### **8. Business travel:**

All business travel is canceled until further notice through the end of fiscal year. When travel resumes, travel must be approved by a member of the executive team utilizing the

Travel/Training Authorization form.

<http://inhouse.cpb.org/files/benefits/development/TravelTrainingAuthorization.xls>

**9. Personal protective equipment:**

Masks will be required in all public areas of Market Square North as well as the common areas of the CPB office. While employees must provide their own masks, CPB will maintain a stock of PPE to include disposable masks, gloves, and other protective coverings and barriers for high-interaction individuals. Disinfectant wipes, hand sanitizer, personal hand wipes, and spray disinfectant will be provided to the extent that these items are available and obtainable.

**10. Family First Coronavirus Response Act paid leave:**

Under this Act, special employer-paid leave is available to employees from April 1, 2020 through December 31, 2020, providing a combined maximum of twelve weeks of paid leave, over and above leave provided by CPB:

- Two weeks of paid sick leave at the employee's regular rate of pay (capped at \$63.87 per hour) where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks of paid sick leave at two-thirds of the employee's regular rate of pay (capped at \$25.00 per hour) where the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under the age of 18) who's school or child care provider is closed or unavailable due to reasons related to COVID-19; and,
- Up to ten additional weeks of paid sick leave at two-thirds of the employee's regular rate of pay (capped at \$25.00 per hour) where the employee is unable to work due to a bona fide need for leave to care for a child (under the age of 18) who's school or child care provider is closed or unavailable due to reasons related to COVID-19.

Where leave is capped below the employee's rate of pay, CPB will charge CPB provided sick, vacation or personal leave so employees receive their normal rate of pay.

**11. Communications:**

No less than once per week, CPB will provide a weekly COVID-19 communication.