

# COVID-19 Return-to-Workplace Plan

A Guide for Employees



## A Message from TSNE's COVID-19 Response Team

As the events surrounding COVID-19 continue to evolve, we remain fully dedicated to the safety, health and well-being of the TSNE team and its associated organizations. With that in mind, we have adapted policies and protocols to ensure employee well-being while meeting our mission of serving our clients and communities safely.

The purpose of this guide is to provide employees with health and safety protocols as we begin a methodical process of a phased re-opening of our facilities and offices. TSNE's fiscally sponsored organizations are located in multiple states across the country, and plans to return to on-site workplaces may look different for individual organizations and projects based on size, industry, geography, demographics, and other unique factors. Each organization must comply with all applicable orders and guidance from federal, state, and local governments as the situation evolves. Our [Pandemic and Return to Workplace Policy](#) is an integral component to this guide.

This plan has been prepared and approved by TSNE's COVID-19 Emergency Response Team, who took the following criteria into consideration in the decision to re-open the office:

- Decline in flu-like illnesses
- Decline in disease-like cases
- Hospitals' increase in capacity to treat all disease patients without crisis care
- Robust testing capabilities are in place for healthcare workers
- State or local authorities lifted stay-at-home restrictions
- Guidance as provided by the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services pursuant to the Occupational Safety and Health Act (OSHA), the World Health Organization (WHO), and other regional health guidance
- The availability of a vaccine

Please do not hesitate to contact us with suggestions or feedback. We are here to support each other. For individual HR-related questions, please contact your Human Resources Business Partner (HRBP). Thank you for your commitment to our mission and for doing your part to keep your colleagues safe.



# SAFETY GUIDELINES

## How We Are Helping to Keep You Safe



**Increased cleaning and disinfection** in work and common areas



**Providing hand sanitizer and disinfectants** in work and common areas



**Enforcing social distancing** protocols



**Controlling access to the building**, including elevators, staircases, and traffic controls



**Case management procedures** for suspected or confirmed COVID-19 cases



**Adjusting work-shifts** to reduce the number of people in common areas



**Providing personal protective equipment (PPE)** including face coverings and gloves



**Spatial changes** in work and common areas to keep social distance protocols.

## Daily Health Check

- ☑ **Daily self-health check** – Do not come to work if you are sick, have COVID-like symptoms, have been around someone with COVID, or have reason to believe you may have the virus. Tell your supervisor and stay home.
- ☑ **Use of personal protective equipment (PPE)** – Use of masks will be required. TSNE will provide headquarter employees with a face covering. You are required to wear it unless otherwise told by the Response Team. If you desire to bring your own, you may do so as long as it follows the Center for Disease Control's guidance.
- ☑ **Do not shake hands or engage in any unnecessary physical contact.** A wave or nod are all friendly alternatives to shaking hands.
- ☑ **Frequently wash hands** for at least 20 seconds with soap and water or use hand sanitizer.
- ☑ **Do not touch eyes/nose/mouth** after touching common areas or objects. Pay attention to how much you touch your face and try to break the habit.
- ☑ **Cover coughs and sneezes.** If you do cough or sneeze, turn away and use a tissue or inside elbow to shield others from your respiratory droplets. Then, immediately wash your hands.
- ☑ **Keep a recommended six foot distance.** This includes while in team meetings, restrooms, conference rooms, and all common areas. Use your PPE where separation is not possible.
- ☑ **No large gatherings or meetings** – Use video-conferencing and minimize large gatherings. If it needs to be in person, follow face covering and six foot distancing guidelines.
- ☑ **Avoid riding with others from one area or workspace to another.**
- ☑ **Clean your PPE daily** – Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.



# Covid-19 Case Management

## How We Will Respond to New COVID-19 Cases

Case	Action
If an employee is not feeling well	<ul style="list-style-type: none"><li>• <b>Do not come to work if you are sick</b>, have COVID-like symptoms, have been around someone with COVID, or have reason to believe you may have the virus. Tell your supervisor and stay home.</li><li>• <b>If you are at the workplace and not feeling well, notify your Supervisor or Human Resources.</b></li><li>• <b>Employees who are symptomatic will be directed to isolate</b> themselves and work from home or take sick leave if they are feeling ill. They will be asked to consult their medical provider.</li></ul>
Second-hand exposure	<ul style="list-style-type: none"><li>• If an employee who is <b>NOT</b> exhibiting COVID-19 illness-related symptoms but has had direct contact (within 6 feet/2 meters for 10+ minutes) with someone who tested positive, they will immediately be asked to self-quarantine for the time recommended by the CDC and WHO.</li><li>• Exposed employees will be asked to identify all individuals with whom they worked in close proximity (within six feet) for any prolonged period of time (10+ minutes). They will also be asked how closely they worked near others and whether they shared workplace equipment or other items during the 48-hour period before the onset of symptoms.</li><li>• All employees who worked closely with an exposed employee will be sent home for the length of time recommended under CDC guidelines to try to ensure that any infection does not spread.</li></ul>
Positive exposure	<ul style="list-style-type: none"><li>• Positive exposed employees will be asked to identify all individuals with whom they worked in close proximity (within six feet) for any prolonged period of time (10+ minutes). They will also be asked how closely they worked near others and whether they shared workplace equipment or other items during the 48-hour period before the onset of symptoms.</li><li>• All employees who worked closely with a positive exposed employee will be notified and will be sent home for the length of time recommended under CDC guidelines to try to ensure that any infection does not spread.</li><li>• TSNE will notify and update all employees without revealing any confidential medical information or the name of the positively exposed employee.</li></ul>
Quarantined employees	<ul style="list-style-type: none"><li>• While quarantined, employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop. They should also update their Supervisor or Human Resources on their status at least every two days during the quarantine.</li></ul>
Symptomatic employees	<ul style="list-style-type: none"><li>• Will not be allowed to physically return to work until cleared in writing by a medical provider.</li></ul>

### Returning to workplace after quarantine

- If a medical note releasing the employee is unavailable, CDC guidelines will be followed as to when an employee may discontinue self-isolation, depending on whether the employee tested positive for the disease and the symptoms exhibited.
- TSNE will ask employees returning to the office to fill out a questionnaire about disease symptoms, exposure to others with symptoms, travel or non-essential activities, or if they are in a high-risk category identified by the CDC. This information request and filing will be made in compliance with applicable privacy and disability discrimination laws. Based upon the employee's responses, some may be asked not to return to the workplace until circumstances change or they can provide a doctor's note clearing them to return to work.

### Facilities

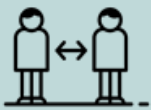
- After a confirmed disease case, TSNE and its associated organizations will follow CDC guidelines for cleaning and disinfecting the workspaces used (e.g. offices, bathrooms, and common areas), focusing on frequently touched surfaces.



## Protocols for Social Distancing



**SOCIAL DISTANCING**  
Ensure >6ft between individuals



Employees should maintain a six-foot distance from others to observe social distancing.



A staggered schedule, breaks, and alternating workstations to maintain social distancing, depending on the workspace layout and/or location.



Elevator will be limited to one person per car. Use of the stairwells will be designated for going up and down.



Use of kitchen, conference rooms or other common areas will be limited to the number of persons allowed to maintain the social distance rule.



Employees may be required to walk in designated one-way lanes in hallways and corridors to avoid "head-on" pedestrian traffic.









Limiting communal restrooms to one or two people at a time to avoid close contact between users.


# Protocols for Personal Hygiene and Facilities

## Cleaning and Disinfecting

### How to prevent the spread of COVID-19

-  Wash hands often for 20 seconds and encourage others to do the same.
-  Use hand sanitizer with at least 60% alcohol, if no soap or water is available.
-  Cover coughs and sneezes with a tissue, then throw the tissue away.
-  Avoid touching your eyes, nose, and mouth with unwashed hands.
-  Disinfect surfaces, buttons, handles, knobs and other places touched often.
-  Avoid close contact with people who are sick.

**COVID-19**  
CORONAVIRUS DISEASE 2019

 TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

updated 03/10/20  
12:15 pm

- Employees must follow health and safety guidelines such as **frequently washing their hands** and **following respiratory hygiene/cough etiquette**.
- **Routine cleaning** for areas that have been unoccupied within the last seven days **will take place as regularly scheduled**.
- **Frequently touched surfaces and objects** made of hard and non-porous materials (glass, metal, or plastic) **will be cleaned and disinfected more frequently**.
- Frequently touched surfaces and objects made of soft and porous materials, such as **carpet, rugs, or material in seating areas will be thoroughly cleaned or laundered**. If possible, soft and porous materials will be removed in high-traffic areas.
- **Surfaces and objects that are not frequently touched will be cleaned on a routine basis**.
- **For outdoor areas, we will maintain existing cleaning practices**.






# Protocols for Protective Personal Equipment (PPE)




Image: <https://www.bart.gov/news/articles/2020/news20200421>


Use of protective gloves and masks as per CDC/OSHA guidelines **will be required in all common areas in the building, especially for those employees who cannot avoid working within six feet of others.** TSNE will provide cloth masks for its core employees.


 **World Health Organization**

## How to put on, use, take off and dispose of a mask

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**1** Before putting on a mask, wash hands with alcohol-based hand rub or soap and water
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**2** Cover mouth and nose with mask and make sure there are no gaps between your face and the mask  
Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
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**3** Replace the mask with a new one as soon as it is damp and do not re-use single-use masks
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**4** To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

## Face Covering Do's and Don'ts



DO	DON'T
<ul style="list-style-type: none"><li>• Make sure you can breathe through it</li><li>• Wear it whenever going out in public</li><li>• Make sure it fits snugly over nose, mouth and sides of face</li><li>• Wash hands before and after use and wash mask routinely</li></ul>	<ul style="list-style-type: none"><li>• Use surgical masks or N-95 respirators meant for healthcare workers</li><li>• Use on children under 2, or anyone who can't remove the mask without assistance</li></ul>

Content adapted from Centers for Disease Control and Prevention (CDC)

#StayHomeStayHealthy #InlandStrong 

## If your mask is non-disposable:

**Wash your cloth mask after each use, or at least daily.** It's best to wash in hot water, but if you can't, make sure to dry on a hot setting of your dryer.

## Considerations for Spatial Changes

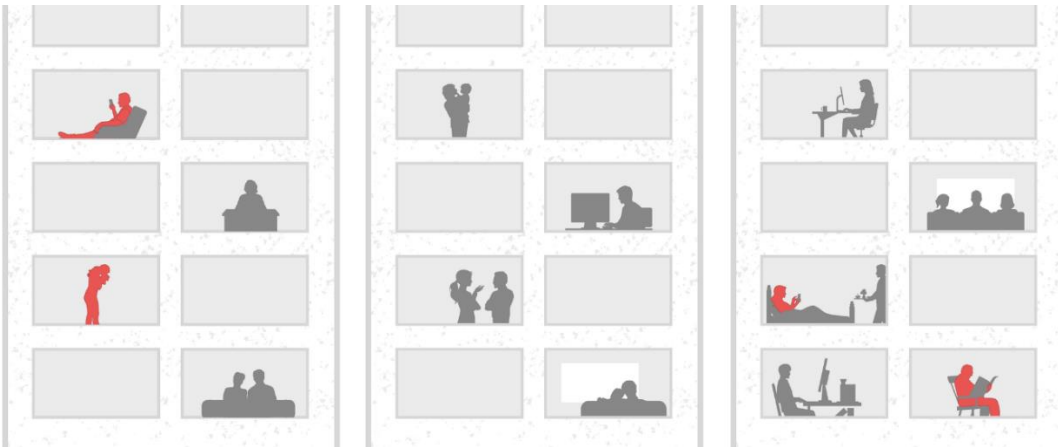


Image: Usatoday.com

Considerations for nonpermanent, spatial changes in the workplace prior to reopening should include:

- Separating employees who work in adjacent cubicle spaces.
- Removing every other chair in break areas and lunchrooms.
- Adding partitions to tables where employees congregate during breaks.

Spatial requirements may vary, based upon the location at issue.



## Protocols for Visitor Access to NPC Building

- ALL visitors must be in the **Building Engines visitor system** before they will be allowed in to the NPC.
- A record of visitors will be maintained: Visits should be scheduled in advance using the Building Engines visitor system. If guests are on the list of visitors, they will be allowed in. If visitors are not on the list, the NPC staff will attempt to contact the hosting organization. If NPC staff are unable to verify the visit, they will ask the guest to contact the organization directly to be added to the visitor list.
- Visitors will not be allowed in to the building more than 5 minutes prior to their arrival time.
- Visitors will be instructed to follow social distancing protocols upon entering the building, and must wear a face mask.
- During peak hours, visitors will be encouraged to exit through the courtyard to promote social distancing.

Click the link to access our  
COVID-19 Resources folder on  
[Health and Safety Practices](#)



## **LOCAL HEALTH AUTHORITIES CONTACT INFO**

Boston Department of Public Health:  
250 Washington Street, Boston, MA 02108  
(617) 624-6000

Boston Public Health Commission:  
1010 Massachusetts Ave, Boston, MA 02118  
(617) 534-5395

All local/municipal departments contact information can be found using the following links:

- State & Territorial Health Department Websites:  
<https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html>
- Directory of Local Health Departments:  
<https://www.naccho.org/membership/lhd-directory?searchType=standard&lhd-search=&lhd-state=#card-filter>