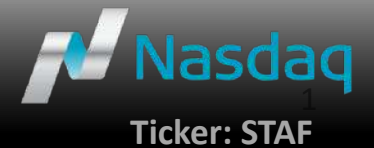


Re-open Date:  
xxx  
Plan V1

Company.  
Location.



# Contents

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- Slides 3-13: Our global guiding office (re) opening principles and return to work plan
- Slides 14- 26: The xxx office opening and return to work plan

# Our global return to work plan

- Our guiding principles
- The pre-opening office requirements
- Our communication strategy
- Our phased approach
- Our pre-first day plan
- Guidelines for visitors, walk-ins, and deliveries
- Our management strategy for suspected or confirmed cases of COVID-19
- Our approach to policy audits, data protection, & our health questionnaire
- The legislative guidelines



# Our guiding principles



- Staffing 360 Solutions is committed to following the CDC, NHS, and appropriate government guidance.
- The Executive Team (Brendan Flood, Alicia Barker, Paul Polito) will make all decisions about opening offices once lockdown and shelter in place orders have been lifted or re-closing any office as a result of a 2<sup>nd</sup> wave of the disease.
- The Executive Team will continue to meet daily during Phase 1 and will take input from all employees on key decisions.
- All employees should be aware that an order being lifted does not automatically result in an office opening.
- If necessary, additional health and safety precautions may be considered by the Executive Team.
- HR, at the request of the Executive Team, will partner with the pre-opening teams at each site
- The safety of our employees is paramount and remains our key priority.

# The pre-opening requirements

- An employee questionnaire was sent week of May 11th to ascertain opinions and views to shape the return to work planning.
- HR and Compliance are co-ordinating with managed sites building management to understand what precautions have been put in place to ensure there is full compliance with local legislation.
- HR and Compliance will ensure that all office spaces are thoroughly cleaned by a professional cleaning service (that follows appropriate protocol in relation to cleaning and disinfecting) to ensure the office spaces are fit for purpose.
- HR and Compliance will ensure that all offices are equipped with PPE and cleaning materials to ensure health and safety guidelines can be maintained.
- HR will determine best practice for health screenings (including where appropriate thermal scanner temperature checks).
- HR will ensure that, before employees return to their office locations, relevant policies will be adjusted to reflect state guidelines and to ensure that executive orders are not violated.


# The pre-opening requirements



- HR, in collaboration with the pre-opening teams, will go through the organizational chart for each office location, and agree individual office requirements.
- HR, in collaboration with the pre-opening teams, will determine the number of people allowed in an office at any given time, and provide guidance and clarity on staggered arrival/departure times and appropriate seating arrangements.
- HR will check with furniture vendors to determine if any modifications can be made to any bench-style seating (temporary partitions, etc.) and partner with the Executive Team on any local office decisions to be made.
- HR and Compliance will communicate and ensure that appropriate signage is available to communicate the rules for common area usage such as: shared meeting spaces, kitchen, etc.
- All employees will receive a copy of the guidelines prior to their first day back so that they know the expectations.

# Our communication strategy

- HR, in collaboration with the pre-opening teams, will send a communication providing clarity for all employees on expected workplace conduct to include the following core messages:
  - Employees must wash hands before entering the office, before and after eating or using common spaces, and must take a sick day or work remotely if they have a cough or sneeze producing droplets **in all cases** until otherwise stated, with masks worn at all times on company property.
- Line managers will continue to pro-actively communicate with furloughed employees.
- HR will provide training to managers to ensure there is a comprehensive understanding of the implications of federal, national, and state legislation with regards to flexible working arrangements.
- All employees will be made aware of the chain of command for escalation of problems.
- The Executive Team will commit to regular communications relating to country, state, local, and health department guidance - ensuring that it is fact-based.
- An appointed person will continue to communicate with building management on building safety, overseen by HR and Compliance.
- Although we hope it is unnecessary, there will be a clear pathway to manage employee non-compliance.



# Our phased approach

- We have determined a 3 phased approach to our offices reopening.
  - **Phase 1:** Offices will be opened based on a risk assessment and in accordance with country and state guidelines. Any employees returning will be on a 100% voluntary basis.
  - **Phase 2:** Once an office has been opened, we will review our business continuity planning and move to a more structured way of working. We will work with each office location to determine the plan for this phase.
  - **Phase 3:** This is when we expect to be returning to a more 'normal' manner of working. This plan is yet to be determined by the Executive Team.
- The (re) opening plans and phases will vary from office to office and state to state but we will continue to review and communicate updates in relation to these plans.





# Our pre-first day plan

- A clear communication will be sent to all employees prior to them returning to the office with guidelines and expectations.
- Communication will be clear on how to treat common spaces like kitchens, photocopy rooms, etc. on a site by site basis. This will be shared with all employees with consistent signage in place.
- Signage will clearly communicate employee expectations in relation to personal and office hygiene within shared office space.
- Each site will plan for staggered arrival/departure schedules and break schedules. In each office one person will take responsibility for coordinating this but this can be a different person each day. The approach should be the same every day so there are no scheduling issues.
- In order to return, every employee will have completed a medical questionnaire confirming their believed fitness to return to work.
- Every employee will receive a wellness safety package.



# Our guideline for visitors, walk-ins and deliveries

- During Phase 1, there should be no visitors to the office with all potential visitors being discouraged. This includes vendors, building management, and candidates.
- Walk-Ins must be discouraged. If a contractor must come into the office, an appointment should be made and the meeting must take place in a designated area with proper social distancing. The visiting contractor must wear a mask and wash his/her hands upon entering.
- Deliveries will be left in a designated area and there must be no contact between the delivery person and employees. Delivery people must not enter the office unless necessary and only if they are wearing a face mask. If employees must sign for a package, they must wear a mask and gloves, maintain social distancing, use their own pen or stylus and wash their hands/use sanitizer afterwards.



# Our management strategy for

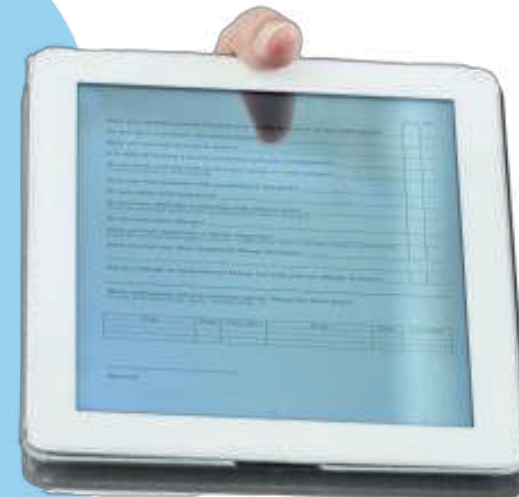
# confirmed or suspected COVID-19 cases

- The Executive Team will decide about closing an office if a certain number of cases are reached, we will use Rave to send announcements, and arrange to have office spaces deep cleaned.
- The Executive Team will decide how to handle employee suspected cases, confirmed cases, and exposure from caring for a sick relative/friend (the determination for sickness pay and absences will be supported by policy from HR).
- We will, at all times, protect the identity of sick employees.
- Any communication on exposure will be sent from HR.
- Any policy adjustment (in relation to sickness absence) will be provided by HR which will ensure a consistent approach is applied globally.
- HR will work with each individual employee to plan for the employee's return once he/she has recovered.



# Our approach to policy audits, data protection and health questionnaires

- The Executive Team will determine audit questions to enable an ongoing assessment of how procedures are working to include:
  - How do we know if they are working?
  - How many are out due to illness?
  - How many confirmed cases?
  - Have a point person at each location that sends weekly status report?
- We will ensure individual data is protected; we already have medical files on each employee which is separate from the personnel file.
- Data logs will be kept in a confidential file and will only be available to HR and the Executive Team.
- HR will enable a health questionnaire (similar to interview screening questions) to be sent prior to an employee's return to the office - employees cannot come into office without completing this. This information will be returned only to HR.



# Legislative Guidelines

- HR and Compliance will monitor all country, state, and regional guidelines for return to work policies.
- HR will issue regular communications on any updates.
- HR will verify building management protocols are compliant with federal and state laws.



**Department of Health and Social Care** ✓ @DHSCgov... · May 27  
We all need to **#StayAlert**, so we can control the virus and limit the risk of infection.

This video explains the steps you should take to stay alert

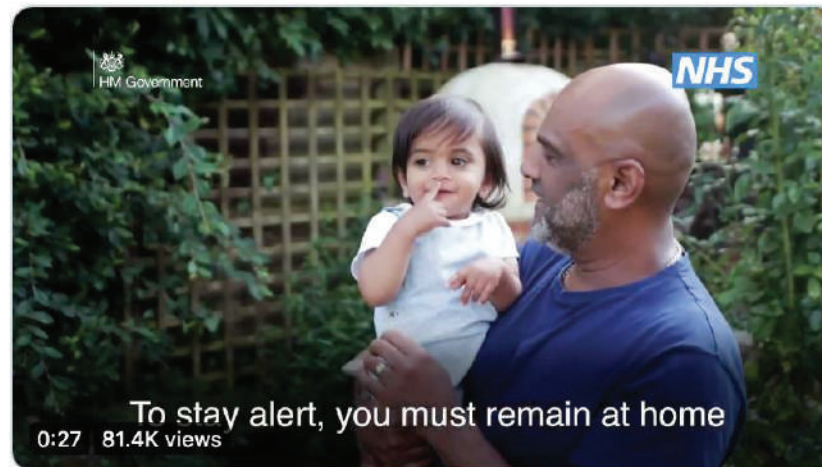
Find out more: [gov.uk/government/pub...](https://gov.uk/government/pub...)

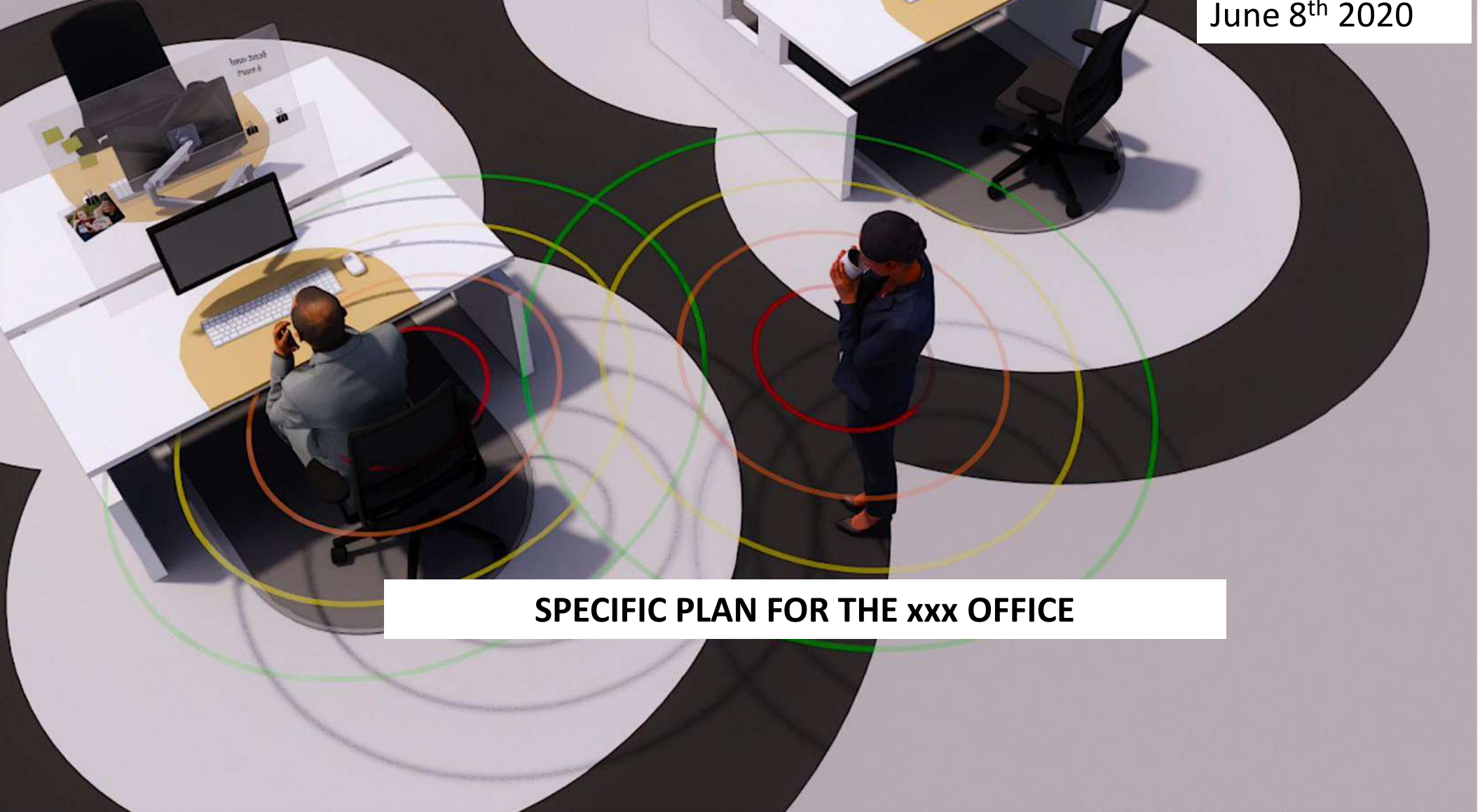


**UK Prime Minister** ✓ @10DowningStreet · 2h  
If you are told you have been exposed to an infected person, you must self-isolate for 14 days.

Play your part.

#StayAlert





**SPECIFIC PLAN FOR THE xxx OFFICE**



# Reopening Plan June 8

- XXX Site Contact Information & Maximum Occupancy
- Staff Safety and Protection Guidelines
- Cleaning Protocols
- Areas of Access
- Meeting Protocols
- Approved Visitor Protocols



# Site Contacts & Maximum Occupancy



## Site Contacts

Name	Job Title	Contact Details

## Maximum Occupancy

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# Staff Safety and Protection (1)



- Staffing 360 Solutions is committed to following the CDC, NCDHHS, and appropriate government guidance.
- If necessary, additional health and safety precautions may be considered by the Executive Team.
- The safety of our employees is paramount and remains our key priority.
- All staff are required to take their temperature before they leave home for the office and after lunch as one measure of fitness for work.
- Staff will be allocated one desk that they will be required to work from. In most circumstances this will be their usual desk. There will be no hot desking permitted.
- In order to ensure the social distancing requirements of 6 feet, we will ensure that all staff are appropriately spaced at allocated work stations.
- Staff to be issued with personal supply of a thermometer, disposable and reusable masks, and tissues. Offices will be supplied with hand sanitizer, disinfectant spray, and paper towels. Staff will be asked to sign that they cleaned the desk upon arrival and at the end of their day.

We will mandate a clear desk approach; all desks to be cleared and kept clear at the end of each day. All personal items to be removed and under no circumstances shared.

# Staff Safety and Protection (2)



- All staff to use their own phone and IT equipment as far as possible i.e. no sharing of desk space and equipment other than in meeting rooms where there may be a requirement to use a shared desk or PC
- We will provide a weekly schedule for staff members and share this with all staff through their immediate manager. This will ensure we are able to maintain social distancing by managing the total number of attendees in a day, and to enable staggered arrivals and departures where required.
- Staff will be asked to self-certify their overall health prior to returning to the office and each time they are attending using the RAVE notification system. Staff members are responsible for ensuring contact details held are correct.
- Masks must be worn by staff at all times anytime you are in the building on company property. Failure to adhere to this will be a serious disciplinary offence and the appropriate action will be taken.
- All staff will be aware of the appointed health and safety representative for each day- this person will be the key contact for any first aid or safety escalations.
- The first aid kit will be checked weekly and replenished by the facilities lead on site.

# Staff Safety and Protection (3)

- Staff are discouraged from traveling together to pick up lunch from restaurants in order to maintain social distancing.
- Staff are encouraged to bring their own lunch from home.
- Staff are highly discouraged from using shared water coolers and coffee makers and to bring their own water and coffee from home.
- All staff will be asked to use disposable cups and cutlery to reduce additional touch points for the foreseeable future.
- Breaks and Lunch times will need to be staggered to enable social distancing in the shared kitchen space. Signage will be placed as a reminder.
- Hand sanitizers, antibacterial wipes or disinfectant spray and paper towels will be available to clean touchpoints throughout the office (e.g. reception, kitchens, copiers, etc.)
- A COVID-19 Risk assessment will be completed on a regular basis to maintain a focus on CDC requirements. Action points will be documented and taken as appropriate. All members of staff will be aware of the key escalation processes for staff concerns.
- All client and candidate meetings to be held primarily via Zoom/TEAMS. Any face to face meetings must be approved by the Director, HR, and Business Stream President.



# Staff Safety and Protection (4)



- No visitors will be permitted to the office with the exception of scheduled maintenance or scheduled drug tests for contractors. A visitors log will be maintained.
- To ensure ventilation, we will open as many relevant ventilation points as possible upon arrival. The main doors should remain shut at all times to discourage walk-ins.
- All deliveries will be directed to be left at the entrance point. No personal items are to be delivered.
- Mail should be left at the main desk and an appointed staff member will sort mail at that spot, wearing PPE. If other staff members have mail, they will collect it one at a time. It is the responsibility of the senior manager to ensure this daily action happens.
- All incoming deliveries of office supplies such as stationery to be removed from packaging and wiped down with anti-bacterial wipes by the user prior to storing or use.
- Couriers and delivery personnel should not enter the office space but should stay in the shared common space. Any pick ups or collections must be done so wearing full PPE.

# Staff Safety and Protection (1)



- Staffing 360 Solutions is committed to following the CDC, NHS, and appropriate government guidance.
- If necessary, additional health and safety precautions may be considered by the Executive Team.
- The safety of our employees is paramount and remains our key priority.
- All staff are required to take their temperature before they leave home for the office and after lunch as one measure of fitness for work.
- Staff will be allocated one desk that they will be required to work from. In most circumstances this will be their usual desk. There will be no hot desking permitted.
- In order to ensure the social distancing requirements of 2m, we will ensure that staff are spaced out appropriately on each bank of desks.
- Staff to be issued with personal supply of a thermometer, hand sanitiser, tissues and anti-bacterial wipes to use on their own desk space; staff will be asked to sign that they cleaned the desk upon arrival and at the end of their day.



# Staff Safety and Protection (2)

- We will mandate a clear desk approach; all desks to be cleared and kept clear at the end of each day. All personal items to be removed and under no circumstances shared.
- All staff to use their own phone and IT equipment as far as possible i.e. no sharing of desk space and equipment other than in meeting rooms where there may be a requirement to use a shared desk or PC.
- Staff are to be discouraged from travelling together for lunch collections to maintain social distancing.
- We will, weekly, collate the proposed schedule for staff members and share this with all staff via Brand/Functional MD's/Directors. This will ensure we are able to maintain social distancing by managing the total number of attendees in a day, and to enable staggered arrivals and departures where required.
- Staff will be asked to self-certify their overall health prior to returning to the office on each time they are attending using the RAVE notification system. Staff members are responsible for ensuring contact details held are correct.
- We strongly advise against the use of coffee makers or water coolers as these are high touch points.
- If staff present with cough, cold, hay fever symptoms they should work from home. If these develop during the day they will be sent home.
- The wearing of masks is mandated on public transport.
- Please ensure you replace your mask after eating or drinking.



# Staff Safety and Protection (3)

- Masks must be worn by staff at all times anytime you are in the building on company property. Failure to adhere to this will be a serious disciplinary offence and the appropriate action will be taken.
- Staff are encouraged to bring their own lunch from home.
- Breaks and Lunch times will need to be staggered to enable social distancing in the shared kitchen space. Signage will be placed as a reminder.
- Hand sanitizers and antibacterial wipes are available at cleaning points throughout the office and at key touch points (e.g. reception, kitchens, meeting rooms, by the tuckshop, coffee machines and by photocopiers)
- Fruit deliveries will be suspended for the foreseeable future.
- Water bottles should not be filled up using water coolers or taps. Paper cups will be available in kitchens for use.
- No pets are allowed in the office.



# Staff Safety and Protection (4)



- To ensure ventilation, we will open all relevant ventilation points upon arrival.
- All deliveries will be directed to be left at the entrance point. No personal items are to be delivered.
- Royal Mail post will be left in the entrance point and the addressee will be called to be notified of any post to collect.
- All incoming deliveries of office supplies such as stationery to be removed from packaging and wiped down with anti-bacterial wipes by the user prior to storing or use.
- All Royal Mail post will be separated by the Building Management team and put in respective pigeon holes for collection by an S360 staff member. The staff member collecting the mail should wear gloves and distribute the mail accordingly and then wash their hands after. It is the responsibility of the senior manager to ensure this daily action happens.
- The Building Management team are unable to sign for deliveries due to limited storage space, insufficient capacity, and the implications of taking responsibility for tenant deliveries; they will advise all couriers where to go if they have items for tenants. Couriers should not enter the office space but stay in the shared common space. Any collections should be done so wearing full PPE.



# Cleaning Protocol

- Keeping the office sanitary and clean requires the commitment of every employee. All employees will be asked to use hand sanitizer before entering the office and then to immediately wash their hands before touching anything.
- HR and Compliance have ensured that all office spaces are thoroughly cleaned by a professional cleaning service (that follows CDC and state protocol in relation to cleaning and disinfecting) to ensure the office spaces are fit for purpose.
- We will have a nightly cleaning crew who will work to a cleaning schedule; this will include cleaning of key touch points.
- The cleaning crew will be required to wear Personal Protective Equipment (PPE) including latex gloves when working in shared, public spaces and are subject to the same health screen checking as staff.
- We will have 1 office deep clean per week organized by the janitorial service.
- There will be cleaning stations throughout the office as well as signage to remind staff of their responsibilities in relation to cleaning their desks and key touch points.
- Any issues with cleaning to be reported to Jeannine Shifflett, Wendy Moscovitz, or Giselle Trent.



# Areas of Access

- Staff will be required to observe social distancing as they move around the office.
- Employees should not wait outside the bathroom door if it is occupied and should wait at their desks. Contractors should not use the bathroom and should use hand sanitizer before entering the office. As precautionary measure, and where possible, we also recommend toilets are flushed with closed lids in order to minimize the release of droplets and droplet residues in the air.
- We recommend no more than one person in the kitchen at any one time.
- The conference rooms and interview rooms will be closed for daily usage.



# Meeting Protocol

- All meetings must be conducted virtually, wherein-person meetings are required/approved they should be conducted outside or be no more than 1 hour in duration
- Meetings are to be conducted with windows open
- Chairs should be removed from meeting spaces to ensure social distancing measures are observed
- All company cutlery/crockery used in the meeting should be removed by the meeting organiser and put into dishwasher straight away



# Approved Visitor Protocol

- For most circumstances visitors are not authorised to attend the site. Any visitors that are approved must be done so in advance by the Director, HR, and Business Stream President.
- Onsite drug tests are by appointment only. Staff should avoid as much physical contact as possible with contractors and should wear PPE throughout the duration of the appointment.
- We do not currently intend to provide PPE to visitors and they should be expected to wear a mask and gloves. The host of the meeting or appointment should make their visitor aware that if they do not have PPE they will not be permitted to enter.
- The host of the meeting will be expected to email his/her visitor in advance our policy which should include the requirement of a face mask when visiting; and seeking confirmation that they and their household are not displaying symptoms of COVID-19.
- Upon arrival the Visitor will be asked to complete the declaration form to be used to communicate our visiting process and ask the visitor to self-assess for symptoms.



# Official Guidance

For the latest updates on official WHO, CDC, and the state of North Carolina guidance, please use the links below.

- World Health Organization-  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Center for Disease Control-  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- North Carolina “Staying Ahead of the Curve” Plan: Phase 2-  
<https://www.nc.gov/covid-19/staying-ahead-curve>
- North Carolina Department of Health & Human Services-  
<https://covid19.ncdhhs.gov/latest-updates>

# Useful Links and Site Information



- **Useful Links:**

- <https://www.nhs.uk/conditions/coronavirus-covid-19/www.gov.uk>
- <https://tfl.gov.uk/campaign/coronavirus-covid->

# Employee Acknowledgement



You will receive the following acknowledgement through DocuSign. Please return it to Jeannine Shifflett no later than June 5.

**My signature below is an acknowledgement that I have read and understand the safety guidelines and protocols of Staffing 360 Solutions as we work toward our (re) opening plan. To the best of my ability, I will comply with the guidelines in this document and commit daily to protecting my own health and the health of my co-workers. Staffing 360 Solutions recognizes that this is a new way to work. No-one will be perfect and we know people will inadvertently make mistakes. Purposeful failure to abide by these guidelines could result in disciplinary action up to and including termination.**

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Employee Name

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Date