



GENESIS BEST PRACTICES FOR GETTING BACK TO WORK

The information that follows represents our current practices based on what we know about the current pandemic and these unprecedented circumstances. If you have any questions, please contact Genesis at 2genesis.com or email us at support@2genesis.com
Disclaimer: *Regulations and guidance from the U.S. CDC are evolving rapidly. Please refer to the latest guidance from CDC to confirm current rules. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>*

Let's Get Back to Work!

As offices and organization re-open across California, there are things to do to prepare. As a company that works with all types of organizations at a fundamental level, we have put together a *Five Step Plan* that represents recommended best practices for businesses, buildings and tenant spaces during this time of renewal.

Over the coming weeks and months, tenants will begin to return to their offices and a new normal will be realized. We have optimism that if we are all equipped with the right procedures, we can ensure the coming months are full of encouraging milestones and a productive future that will prove to be a better environment for all.

While the CDC's guidelines are very important, we must also consider our local environment and resources. California has many unique qualities and current practices that already support new protocols such as, work-from-home and flex hours. California is a leader and as such, uniquely positioned to re-open and prosper.



5-Step Plan - Before You Re-open

Even the smallest offices need a plan to reopen.
We put together 5 Steps to help you get the doors open.

1 Traffic And Flow

How many people will be returning to work? Will there be new hours and shifts? What about entry into the building, elevator flow, stairwell opening and waiting areas?

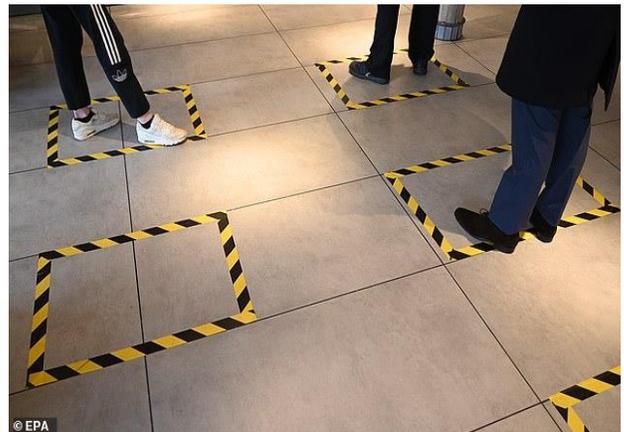
With this information you can determine how to manage distancing and floor marks, signage, moving or removal of furniture, disinfecting stations and how often to clean and disinfect.

Be intentional about how your employees will move throughout the office. Consider marking specific doors for entry and different ones for exit to limit potential places where people could touch various items or come within six feet of each other. Encourage people to walk in a clockwise flow.

Consider employing social distancing measures in restrooms. Put signage to close off every other urinal and toilet.

In the kitchen and lounge areas, move or remove furniture to allow distancing and comfort. You may want to add physical barriers such plexiglass between desks, table barriers, adding doorways or cubicle walls.

Set up touch-free disinfecting stations throughout the office, as well as in major walkway areas, lunchrooms, break rooms, elevators, and near conference rooms.



2 Set-Up

Make High Touch Items, No Touch

There are many areas of the office that can be easily converted to no-touch with minimal expense.

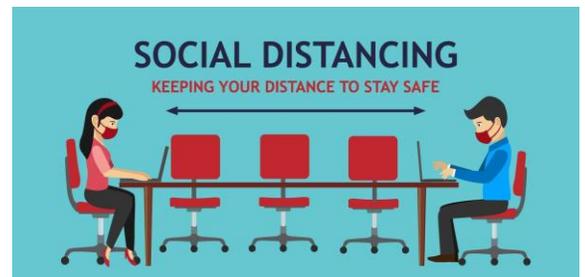
- Garbage Bins — Remove lids or add a foot pedal control
- Light Switch — If you cannot reasonably move to hands-free lights for your conference rooms, install a hand sanitizer stand next to each light switch and a trash can.
- Consider antimicrobial desk mats and/or covers on door handles in high touch areas.
- For high-touch shared office supplies (e.g., whiteboard markers, staplers, HDMI cables) consider providing employees with their own individual items.



Signage

Create signage to visually remind your team about the new protocols including increased sanitization and social distancing and limits on maximum capacity in high-trafficked areas.

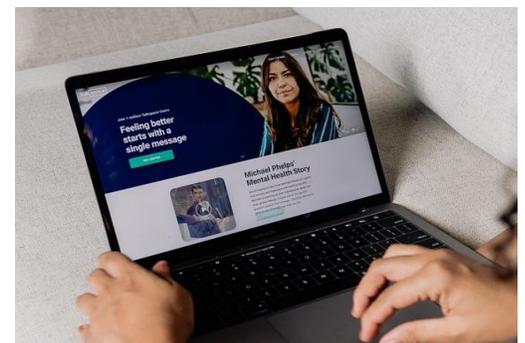
Create visual markers on the floor around workstations and elevators to clearly define the amount of safe space recommended. Create signage to show which way team members are expected to walk in common areas and which entries and exits to use.



3 Policies

According to the CDC, we need to be aware that pandemics typically come in waves and we are likely to see resurgence at some point. If we are prepared we can handle this effectively. Situational awareness will be key. Incorporate mechanisms into your planning to keep abreast of what is happening in your area. Designate a COVID-19 coordinator to keep you updated.

- Communicate often with employees and make sure they know the new policies before they return to work.
- Limit visitors for 30 days after opening.
- Continue to enforce physical distancing.
- Monitor illness vigilantly quickly identifying and isolating ill employees.
- Consider fever checking -- Although now permitted by the US Equal Employment Opportunity Commission, it may not be the best approach to controlling spread.
- Antibody testing -- When tests become available, they could be a solution to help identify who has been infected. Ensure tests used are approved by the FDA.
- Have a plan for work-at-home and illness on the job isolation.
- Consider offering online or telephone therapy or other mindfulness resources to employees . There are many online apps now offering free trials at this time. Offer employees training or just time to navigate the new workplace protocols and help everyone reduce stress and anxiety.



5-Step Plan - Before You Re-open

Do We Need Masks?

Follow CDC guidelines for face coverings as they develop. We recommend providing employees with an adequate number of disposable face coverings for the week along with *Return to Work* desk hand sanitizer kits. The typical workplace does not need N95 or KN95 masks and these should be reserved for health care professionals.

Cloth or makeshift masks can be worn during the day (based on CDC guidelines). This will be a critical step to avoid the potential resurgence of COVID-19 within the office if a team member were to become infected.

Do We Need To Wear Gloves?

Gloves are not recommended for a typical (non-medical) office. Instead, set up hand disinfecting stations or wipes throughout the office.

Do We Really Need To Continue to Social Distance?

Follow CDC guidelines. At this point, yes. Keeping space between you and others is one of the best ways we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

To help employees keep the six-foot distance, companies need to create a less-dense space. Desks should be spaced out and extra furniture and equipment should be removed. Consider arranging desks in a way to reduce face-to-face interaction. If there is not enough additional space, provide each workstation with an appropriate barrier.



4 Enhanced Cleaning

Regardless of the size of your space, it is critical to do a deep clean with a thorough focus on disinfecting, before the team returns. Larger teams may want to consider additional types of disinfection such as electrostatic spraying or microbial protectants.

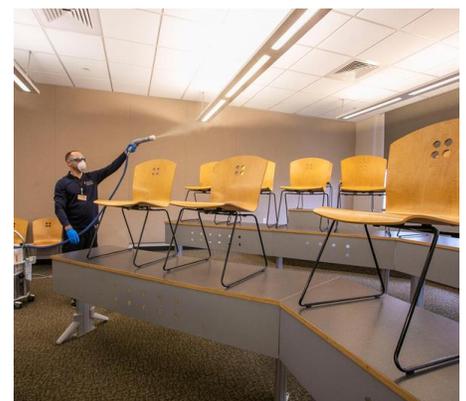
Prior cleaning specifications may need to be changed to include disinfecting services during the day and additional services at night. Consider the following suggested plan:

Daily: In addition to your current cleaning services, it is important to add a disinfecting service for high touch points such as light switches, doors, restroom doors, kitchen areas, and elevator buttons.

Weekly: We recommend performing a disinfecting deep clean of the entire space perhaps done over a weekend or weeknight. It should involve cleaning beyond the scope of a typical daily clean, and include areas generally given less attention due to lower frequency of use.

In some cases, you may want to consider a weekly electrostatic spraying to assure all surface areas (top and bottom, walls and even chair legs) are being covered and disinfected.

Monthly or Quarterly: We recommend performing a disinfecting service for carpets and floors and areas with less frequent use. You might consider applying an antimicrobial protectant with longer lasting effectiveness.



5 In Case of Illness

As of May 10, 2020, the [CDC recommends](#) that employers:

- Conduct daily health checks.
- Encourage employees to wear cloth face coverings in the workplace.
- Identify areas and job tasks with potential exposures to COVID-19 and take control measures to eliminate or reduce such exposures.
- Implement policies and practices for social distancing in the workplace.
- Improve building ventilation system.
- Continue to monitor local and state guidelines and implement a plan that is specific for your type of workplace.

What If An Employee Appears Sick?

If any employee appears or becomes sick at work with a fever or difficulty in breathing, they should seek medical evaluation. Companies must err on the side of caution. However, train your supervisors on the importance of not overreacting to situations in the workplace potentially related to COVID-19 in order to prevent panic.



Basic OSHA and Cal/OSHA requirements require that an employer provide employees with a safe workplace. That means, employers should do not allow anyone who is sick (including with COVID-19 symptoms) or has been exposed to someone else exhibiting symptoms, to report to work (or remain at the office). These employees should be isolated and sent home until they are either cleared by a healthcare professional, or at least 14 days after exposure. An employer may request a doctor's note. Employee privacy rights still apply, so be sure to protect the privacy of the employee to the fullest extent possible.

- **Air filtration system:** Internal system of fans that pull air into filters and remove airborne particles, circulate the air, and return purified air back in the room.
- **Antimicrobial surface protectant:** coatings that are treated with an antimicrobial agent and applied to a surface to prevent the growth of bacteria, mold, mildew or algae for extended periods of time.
- **Disinfect:** Killing close to 100% of germs (such as coronavirus) on hard surfaces.
- **Electrostatic disinfection:** Use of an electrostatic spray technology to evenly coat surfaces with disinfectant.
- **HEPA filters:** High-Efficiency Particulate Air filters.
- **High-touch surfaces:** Include, but are not limited to tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, printers, etc.
- **PPE: Personal Protective Equipment:** This includes (but is not limited to) masks, gloves, goggles, face shields, etc. worn to minimize exposure to pathogens.
- **Sanitize:** Lowering the number of germs on a hard surface to a safe level, as judged by public health standards.

CDC: Centers for Disease Control and Prevention – the United States’ health protection agency.

[Centers for Disease Control and Prevention](#)

[San Francisco Department of Public Health](#)

Specific information on the [San Francisco COVID-19 Data Tracker](#)

[City of San Mateo Coronavirus \(Covid-19\) Updates](#)

[California Public Health Department -Covid-19](#)

5-Step Plan - In Conclusion

In Conclusion:

Before you re-open the doors, take the steps recommended above to keep your office as safe as possible for your returning employees and visitors.

This includes:

- Reorganize traffic flow and safe distancing with markers and signage.
- Set up disinfecting stations throughout the office.
- Make the necessary policy changes and enforce them so that all employees can feel more comfortable and secure.
- Do a deep clean disinfecting before you open the doors and work with your maintenance company to upgrade cleaning services as needed.
- Communicate to employees, before they return, about new policies and also, how you have prepared the office for their safe return.
- Encourage “time-outs” to relieve stress and anxiety.
- Keep a vigilant eye out for employees not feeling well and send them home.



The health and safety of our customers, tenants, vendor partners, and employees are our number one priority. If you have questions, contact us at support@2genesis.com