



As we prepare to return to the workplace, we have established the following protocols to keep employees, clients and our partners safe.

BACK TO THE OFFICE

ENSURING HEALTH AND SAFETY IN THE WORKPLACE

HEALTH AND SAFETY FIRST

H+B is committed to the following health and safety protocols:

- Clean and disinfect per government outlined standards
- Establish an ongoing cleaning process (disinfect daily, make cleaning visible and obvious throughout day)
- Engage with current suppliers/contractors to assist with necessary changes
- Implement building capacity and entry/access restrictions
- Maintain required social distancing (density)
- Ensure appropriate hygiene practices
- Provide choice and options for our employees to feel safe
- Implement a staggered work schedule, or shift approach to minimize density in the office – we will examine the individual needs of each of our employees to assess their capacity to return to the office, based on technical or personal challenges that impact their productivity when working from home
- Manage the logistics for those who need to return for critical support or activities and employees who need to continue to work from home due to personal or family health concerns
- Provide equipment for self-assessment and ensure that employees check themselves for COVID symptoms throughout the day
- Increase cleaning protocols and reduce touch points - cleaning will be ongoing and visibly active during the day
- Provide disinfectants near all shared work areas
- Institute a clean desk policy, enable DIY cleaning (employee responsibility)
- Remove high-touch shared tools (public touch screens, whiteboard markers, remote controls, etc.)
- Create designated storage areas for personal items (drawers/ lockers)
- Remove trash cans from individual workstations
- Incorporate materials that are easily cleaned and sanitized

ACCESS AND FLOW IN THE OFFICE

- Control entry points
- Limit entrances and conducting temperature checks at entrance points
- Manage movement (one-way flow and distancing)
- Reduce capacity in shared spaces (kitchen, restrooms)
- Provide shields where necessary and appropriate
- Provide sanitizer, wipes, PPE to building guests as appropriate
- Use signage to communicate safety protocols



GUIDELINES FOR A SAFE RETURN

- Encourage people to stay home if they or a member of their household is feeling sick
- If feeling sick once at work, report and go home immediately
- Social distancing 6-foot rule (minimum physical distance of 6' face-to-face)
- Avoid gathering in groups larger than five people
- Avoid non-essential interaction with others
- Avoid physical contact
- Wear mask (to protect others) when not able to maintain 6' distance

Encourage personal hygiene best practices:

- Clean hands regularly with soap and water (for minimum 20 seconds)
- Use hand sanitizer (apply proper amount and rub hands thoroughly) if you can't wash
- Do not touch face (nose, eyes, mouth) unless hands are clean
- Cover coughs and sneezes (dispose of tissues properly)
- Clean and disinfect commonly touched surfaces

OFFICE CLEANLINESS

- Add a robust and regular cleaning protocol, including daily day- and night-time cleanings, as well as scheduled deep cleanings
- Establish a clean desk/clean meeting space policy to enable a cleaning crew to thoroughly clean all desks and spaces
- Follow manufacturers cleaning guidelines for bleach-cleanable surfaces
- Provide each employee with individual cleaning materials and a place to store them
- Ensure that employees wipe individual desks down at the beginning and/or end of each day and shared spaces at the beginning and/or end of each use
- Provide appropriate areas for disposing wipes and other cleaning materials

SOCIAL DISTANCING AND OFFICE LAYOUT

- Reduce density of space and enforce social distancing (one-way clockwise flow where possible and distanced from individual workstations)
- Provide for physical distancing per social distancing guidelines of a minimum of 6' face-to-face separation

- Reduce face-to-face positioning (orient to back-to-back or front-to-back with separation)
- Separate seats wherever possible and reduce number of people in meeting spaces
- Position screens and dividers at heights above face to stop direct transmission
- Provide enclosure and delineate space for further separation with partitions or storage
- Shift from shared to single use workspaces and reinforce DIY cleaning in addition to daily cleaning
- Incorporate easily cleaned and bleach cleanable materials where possible

Provide territorial separation:

- Use walls, panels, screens, storage to provide barriers where appropriate
- Install front privacy screens for height adjustable surfaces

CLIENT SITE VISITS

All personnel must observe the following health and safety protocols while at client sites:

- Wear the appropriate PPE including masks to cover mouth and nose, safety glasses for eyes and protective gloves on hands
- Practice safe social distancing as much as possible by keeping a 6' social from others
- Practice good hygiene by washing hands often with soap and warm water for at least 20 seconds, if soap and water are not available then hand sanitizer must be used hourly.
- Ensure that no tools, office supplies or equipment are shared
- Avoid non-essential interaction with others

