Preparing for a return to the NEW workplace
Checklists for sites to make the workplace a safe place

Version 1.1

Effective date 26 May 2020
Roles and responsibility

**Regional Crisis Management Team**

- **Align** with sites for their approach to implementing their return-to-workplace plan

**Country Managers / General Manager / Site Leaders**

- **Final decision maker** on how the checklists are implemented at site level
- **Ensures** compliance with local authority requirements and alignment with relevant bodies representing employees (e.g. work councils, unions)
- **Ensures** employee assistance programs are in place

**Site Facility team**

- **Accountable** for on-site checklist implementation
- **Apply** the safer option for colleagues when comparing local health authority guidance to company mandatory minimums
- **Communicate** and endorse requirement to wear face covering in the workplace
- **Communicate** new processes to employees and contingent workers
- **Coordinate** with other leaders in cases of shared facility
- **Monitor** adherence to the checklist and principles
- **Share** best practices with peers and leadership
Guiding principles to protect our colleagues and the community

Make the workplace a safe place by implementing layers of protection to reduce the risk of COVID-19 transmission.

Adapt our ways of working as the situation evolves based on science, epidemiology, local context, risk and an abundance of caution to protect our people.

Compliance with local legal requirements and public health regulations serves as the minimum standard, although more conservative approaches may be taken by the Company.
## Be familiar with these terms

### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cafeteria/Canteen</strong></td>
<td>Food service provided onsite that Company has operational control over</td>
</tr>
<tr>
<td><strong>Enclosed spaces</strong></td>
<td>Rooms and spaces that do not have constant access to air circulation, such as stairwells, meeting rooms, elevators, restrooms, and locker rooms</td>
</tr>
<tr>
<td><strong>Gathering spaces</strong></td>
<td>Common spaces individuals use during the workday, such as bike storage, hallways, open seating areas</td>
</tr>
<tr>
<td><strong>High-touchpoints</strong></td>
<td>Physical areas identified after a walkthrough that are touched frequently during walk through (e.g., phones, tables, desktops, door handles, light switches, hand rails, buttons, vending machines)</td>
</tr>
<tr>
<td><strong>Physical distancing</strong></td>
<td>Defined by maintaining a constant 6 feet / 2 meter distance between people. In contained settings (e.g., workspace), this has shown to reduce occupancy by up to 70%</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>Personal protective equipment (PPE) is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses</td>
</tr>
<tr>
<td><strong>Visual indicators</strong></td>
<td>Indicators on surfaces that help inform colleagues on how to use and navigate the workplace (e.g., painters’ tape on the floor or tables to identify where people shall stand/sit, or vinyl decals applied to surfaces)</td>
</tr>
</tbody>
</table>
This guide provides checklists to prepare for a return to the workplace

<table>
<thead>
<tr>
<th>This guide is to...</th>
<th>This guide is not meant to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Green Check] ...establish mandatory minimums prior to a return to the workplace</td>
<td>![Red X] ...be deviated from without review from the Regional Crisis Management Committee</td>
</tr>
<tr>
<td>![Green Check] ...be implemented worldwide where Company has operational control of physical spaces; where there is no operational control, recommend using this guide to work with the landlord</td>
<td>![Red X] ...override non-operational controlled buildings</td>
</tr>
<tr>
<td>![Green Check] ...be augmented by local site capability or as required by local health authorities</td>
<td>![Red X] ...require irreversible physical alterations</td>
</tr>
<tr>
<td>![Green Check] ...be implemented in its entirety</td>
<td>![Red X] ...be viewed as final and is a living document</td>
</tr>
</tbody>
</table>
Our approach addresses all phases of the workforce journey and through various layers of protection.

### Workforce journey

<table>
<thead>
<tr>
<th>Before work</th>
<th>Entrance</th>
<th>At work</th>
<th>Common spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public, employer- sponsored and individual transport</td>
<td>Front desk Lobbies</td>
<td>Meeting rooms Offices Workstations</td>
<td>Cafeterias Break rooms Hallways Restrooms Other</td>
</tr>
</tbody>
</table>

### Layers of protection

<table>
<thead>
<tr>
<th>Physical distancing</th>
<th>Promote safety practices</th>
<th>Clean &amp; disinfect</th>
<th>Use protective equipment</th>
<th>Assess &amp; screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

1. The hierarchy reflects a mix of effectiveness and ease of implementation. This hierarchy of measures work in combination to provide a layer of protection in the workplace.
In the workplace there will be several layers of protection to reduce risk of COVID-19 transmission.

In combination, these measures work together to provide a layered defense around you in the workplace.

**Description**

- **Physical distancing**: Apply physical distancing where possible and being mindful of shared items.
- **Promoting safety practices**: Communication of new safety practices and reminders about hygiene best practices.
- **Clean & disinfect routines**: Enhanced cleaning of frequently used areas.
- **Using protective equipment**: Using face coverings to reduce the spread of the virus.
- **Wellness in the workplace**: Procedures to ensure only those feeling well are in the workplace.

**Changes in the workplace**

- Reduced density and visual indicators of where to sit or stand.
- New signage and cues promoting best practices.
- Cleaning stations and supplies readily available.
- People wearing masks where physical distancing is not possible and in enclosed spaces.
- In some places, wellness questions being asked.
Principles to guide the return to the workplace

Before work
- Reduce physical contact wherever possible
- Increase virtual human contact to avoid social isolation
- Reduce human-to-materials-to-human contact wherever possible
- Apply physical distancing wherever possible

Entrance
- Promote healthy personal habits with high visibility signage and media campaigns
- Make visible new workplace safety processes and policies
- Monitor best-practice adherence to inform helpful interventions

At work
- Promote colleague accountability in keeping the workplace clean
- Continue enhanced cleaning practices

Common spaces
- Limit spread of virus to others by requiring wearing face coverings whenever 6 feet/2 meter separation cannot be maintained, and whenever in enclosed spaces such as stairwells, elevators, and meeting rooms
- Ensure only individuals that are feeling well enter the workplace

Common spaces guide
- D1 Cafeterias / Canteen
- D2 Breakrooms
- D3 Restrooms / Locker rooms
- D4 Elevators / stairwells
- D5 Gathering spaces
- D6 Shipping / Receiving
- D7 Fitness facilities
How to navigate this guide (1/2)

Table of principles translates into a table of contents

Hierarchy of measures

Workforce journey

**Principles to guide the return to the workplace**

- Physical distancing
  - Reduce physical contact whenever possible
  - Increase virtual human contact to avoid social isolation
  - Reduce human-to-materials to human contact whenever possible
  - Apply physical distancing whenever possible
- Promote safety practices
  - Promote healthy personal habits with high-visibility signage and media campaigns
  - Make visible new workplace safety processes and policies
  - Monitor best practice adherence to inform helpful interventions
- Clean & Disinfect
  - Promote colleague accountability in keeping the workplace clean
  - Continue enhanced cleaning practices
  - Limit spread of virus to others by wearing face coverings
- Access & screen

Table of contents connects to table of checklists

<table>
<thead>
<tr>
<th>Before Work</th>
<th>Entrance</th>
<th>At work</th>
<th>Common Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A</td>
<td>Section B</td>
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<td>Section D</td>
</tr>
</tbody>
</table>

Table of checklists link to checklists

<table>
<thead>
<tr>
<th>Before Work</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical distancing</td>
<td>A1</td>
</tr>
<tr>
<td>Promote safety practices</td>
<td>A2</td>
</tr>
<tr>
<td>Clean &amp; disinfect</td>
<td>A3</td>
</tr>
<tr>
<td>Use protective equipment</td>
<td>A4</td>
</tr>
</tbody>
</table>
### How to navigate this guide (2/2)

#### D 1-10: Common Spaces: Principles to apply

*Click on hyperlink to navigate to the section of choice*

<table>
<thead>
<tr>
<th>Common Spaces</th>
<th>Cafeterias/Concessions checklist</th>
<th>Breakrooms checklist</th>
<th>Restrooms/ Locker rooms Checklist</th>
<th>Elevators/ Stairwells checklist</th>
<th>Gathering spaces checklist</th>
<th>Shipping/Receiving checklist</th>
<th>Fitness facilities checklist</th>
<th>Open</th>
<th>Open</th>
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</tr>
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<tbody>
<tr>
<td><strong>Physical distancing</strong></td>
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<tr>
<td>1</td>
<td>• Reduce physical contact whenever possible</td>
<td>• Increase virtual human contact to avoid social isolation</td>
<td>• Reduce human-to-material-to-human contact whenever possible</td>
<td>• Apply physical distancing whenever possible</td>
<td>D11</td>
<td>D21</td>
<td>D31</td>
<td>D41</td>
<td>D51</td>
<td>D61</td>
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<tr>
<td><strong>Promote safety practices</strong></td>
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<tr>
<td>2</td>
<td>• Promote healthy personal habits with high-visibility signage and media campaigns</td>
<td>• Make visible new workplace safety measures and policies</td>
<td>• Monitor best practice adherence to inform helpful interventions</td>
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<tr>
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<td>• Continue enhanced cleaning practices</td>
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<tr>
<td>4</td>
<td>• Limit spread of illness to others by wearing face coverings</td>
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</tbody>
</table>

Additional tracker icons will be located on the bottom right whenever focused on **Common Spaces**.
Table of contents

Click on hyperlink to navigate to the section of choice

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<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
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</tbody>
</table>
A 1-4: Before Work: Principles to apply

<table>
<thead>
<tr>
<th>Before Work</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical distancing</strong></td>
<td>A1</td>
</tr>
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<td></td>
</tr>
<tr>
<td><strong>Promote safety practices</strong></td>
<td>A2</td>
</tr>
<tr>
<td>• Promote healthy personal habits with high-visibility signage and media campaigns</td>
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</tr>
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</tr>
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<td>A4</td>
</tr>
<tr>
<td>• Limit spread of virus to others by wearing face coverings</td>
<td></td>
</tr>
</tbody>
</table>
Checklist: A1 – Before work: Physical distancing

☑️ Mandatory minimums
☑️ Promote commuting on public transit during off-peak hours whenever possible
☑️ Increase awareness of commuter safety practices
☑️ Increase awareness of hygiene practices and disinfecting following use of public transportation or a shared vehicle

Company operated shuttles
☑️ Maintain physical distancing wherever possible
☑️ Provide visual indicators to guide physical distancing (e.g., boarding, seating)

☒ Should be considered
☒ Review local alternatives to public transportation and identify peak transportation times – publish local communication advising colleagues
☒ Incentivize employees to use private transportation

Company operated shuttles
☒ Keep windows open or adjust air conditioning to increase ventilation
☒ Close rows / seats behind driver to follow physical distancing
☒ **Mark every other seat as open, or allocate a bench to one individual at a time**
A1: Company Shuttles: marking seats open and vacant

Example of every other seat marked open or closed
Checklist: A2 – Before Work: Promote safe practices

**Mandatory minimums**
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Communicate all minimum requirements to all colleagues
- Establish a process to monitor adherence to mandatory minimums

**Should be considered**
- Develop online modules and trainings to make sure colleagues understand new guidelines and resources
- Clarify process for vehicles arriving on site – both personal and commercial parking garages
Checklist: A3 – Before Work: Clean & disinfect

✅ Mandatory minimums
☐ Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums

Company operated shuttles
☐ Increase the frequency of cleaning for high-touchpoint locations

✅ Should be considered
☐ Display cleaning plan
☐ Disinfect at least twice a day
☐ Place hand sanitizer at entrance
Checklist: A4 – Before Work: Use proper protective equipment

✅ **Mandatory minimums**
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Encourage face coverings when using public transportation to the workplace

**Company operated shuttles**
- Wear a face covering or mask on company operated shuttles whenever physical distancing is not possible

✅ **Should be considered**
### B 1-5: Entrance: Principles to apply

<table>
<thead>
<tr>
<th>Entrance</th>
<th>Checklist</th>
</tr>
</thead>
</table>
| **Physical distancing** | • Reduce physical contact wherever possible  
• Increase virtual human contact to avoid social isolation  
• Reduce human-to-materials-to-human contact wherever possible  
• Apply physical distancing wherever possible  |
| **Promote safety practices** | • Promote healthy personal habits with high-visibility signage and media campaigns  
• Make visible new workplace safety processes and policies  
• Monitor best-practice adherence to inform helpful interventions  |
| **Clean & disinfect** | • Promote colleague accountability in keeping the workplace clean  
• Continue enhanced cleaning practices  |
| **Use protective equipment** | • Limit spread of virus to others by wearing face coverings  |
| **Assess & screen** | • Ensure only individuals that are feeling well enter the workplace  |

*Click on hyperlink to navigate to the section of choice*
Checklist: B1 – Entrance: Physical distancing

☑️ Mandatory minimums
- Maintain physical distancing throughout the entrance
- Close cloakroom facilities to avoid close interactions between people

Front desk processes
- Set-up physical distancing visual indicators approaching reception counter

Visitor Management
- Pre-register visitors with reception/security staff
- Require host to pick up and stay with the visitor at all times, practicing physical distancing

Service Provider Management
- Inform all vendors coming on the site on new workplace safety processes

☑️ Should be considered
- Apply staggered entry
- Separate entry and exit
- Reduce visitors: only staff and contingent workers onsite for essential activities
- Request service providers to ride in separate elevators from employees

Front Desk processes
- Designate a separate colleague entrance from the visitor entrance
- Make sure seating allows for physical distancing
- Install a physical barrier to protect reception personnel

Access Control
- Reduce number of entrances for each building
Example of physical distancing at an entrance

Recommend marking the intervals to make sure physical distancing is consistent across the queue
Checklist: B2 – Entrance: Promote safe practices

Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Communicate all minimum requirements to all employees and contingent workers
- Inform visitors on safety protocols in place within the buildings
- Establish a process to monitor adherence to mandatory minimums
- Display notice upon entering around COVID-19 health and safety protocols
- Remove self-service refreshments
- Remove ‘shared’ resources like reading materials, snack bowls, newspapers, magazines, shuttle and other business pamphlets
- Display signage on Company best practices for handling material

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

Should be considered
- Discontinue accepting mail/packages; unless this is the only delivery point
- Keep all interior doors open where possible
- Use in/out card access log for contact tracing

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent
B2: Best practices for handling materials

### Procedure when receiving shipments

| Risk Level | Risk is low when receiving packages for the office |
| Risk is low when receiving packages for the lab |

| Best practice | Consider that the outer package was just handled by delivery personnel |
| Consider using dedicated personnel to unpack office supplies |

#### Additional measures if needed

- Assigning dedicated personnel to unpack supplies

### Procedure when handling high-touchpoint items

- Use standard hand hygiene when handling objects that have been touched by others (such as at visitor’s desk)
- Wash or disinfect hands after handling other people’s items, such as lanyards or pens
- Consider open storage for office supplies
- Consider wiping down office supplies after removing from common storage

### Lab-specific

| Risk level | Risk is low when receiving packages for the lab |
| Use of gloves is only warranted if that is the standard procedure in the lab or manufacturing space receiving the shipment |
| Wash hands after unpacking and handling containers, vials, and other objects in shipments |
| Follow all BSL2 or other lab-specific safety precautions for shipment contents |
| For patient specimen such as sera, Dangerous Goods shipment Category B, Biological substance, UN3373 is generally required. Please align with your EHS or shipment lead |

#### Additional measures if needed

- Assigning dedicated personnel to unpack supplies
Checklist: B3 – Entrance: Clean & disinfect

✅ **Mandatory minimums**
- Place hand sanitizer dispensers at each entrance
- Identify all high-touchpoint locations
- Increase the frequency of cleaning for high-touchpoint locations at the entrance

✅ **Should be considered**
- Make available disposable wipes
Checklist: B4 – Entrance: Use protective equipment

Marked items are completed.

Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask in the workplace whenever physical distancing is not possible
- **Follow Company’s best practices for masks**

Should be considered
B4: Best practices for masks

All face covering and masks

• Are not a substitute for social distancing or good hand hygiene
• Are primarily for source control: which means you protect others from you
• Should not be worn in work areas where other gowning is required
• Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
• Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
• Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

Specific to reusable masks

• Use freshly laundered masks on site
• Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: B5 – Entrance: Assess & Screen

✅ Mandatory minimums
- Screen visitors to mitigate risks associated with COVID-19 before entering the building
- Follow local health requirements and perform additional screening where mandated by public health

✅ Should be considered
- Follow Company’s Temperature Screening guide if temperature checks are being conducted
- Provide the Coronavirus Wellness Check for visitors to acknowledge at the entrance
- Implement wellness check for all individuals, including employees and contingent workers
### B5: Coronavirus Wellness Check: Questions to post

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you been diagnosed with, or do you suspect you may have the novel Coronavirus (COVID-19)?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you been in close contact (more than 10 min within 6 feet/2 meters) with a colleague who’s been diagnosed with or is suspected to have the novel Coronavirus?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you been in close contact with a colleague that has COVID-19?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Have you had close contact with anyone that has COVID-19 or anyone expected to have COVID-19 at home?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Are you experiencing symptoms consistent with the novel Coronavirus, such as:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>• Fever, shortness of breath, or respiratory illness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cough, extreme fatigue, body aches, sore throat, headache, nausea/vomiting, diarrhea, or loss of smell/taste?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any of the answers to the yes/no questions is **yes**, access to the site is **not allowed**. Request visitor to contact Company host to inform them of denial of entry.
The value of temperature screening for enhancing colleague safety is not clear. Company recommends using questionnaires on well-being, which may include questions on measured or subjective fever.

If onsite temperature screening is required by local regulations or if the site decides to implement, the Company temperature screening guide covers minimum requirements across the following areas:

- Who should be screened
- What training should be provided
- Considerations for protecting personnel performing the screening
- Minimum wellness criteria to apply in the temperature screening process
- Notifications regarding elevated temperatures

Sites with any concerns about the feasibility of implementing screening measures should consult Employment Legal Counsel. Sites wanting to implement screening should first consult Legal and Privacy
# C 1-4: At work: Principles to apply

<table>
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<tr>
<th>Workspace</th>
<th>Checklist</th>
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</thead>
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<td><strong>C1</strong></td>
</tr>
<tr>
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</table>
Checklist: C1 – At work: Physical distancing

☒ Mandatory minimums
☐ Maintain physical distancing throughout the workspace
☐ Evaluate floor plan and identify working arrangements to follow physical distancing requirements
☐ Allow only on-site catering deliveries in individually wrapped packages

☐ Offices
☐ Follow maximum one occupant for all single and double offices

☐ Meeting rooms
☐ Determine occupancy level to follow physical distancing
☐ Display visual indicators within the space to show which seats follow physical distancing and to avoid sitting face to face

☑ Should be considered
☐ Consider staggering shifts to prevent overlap between employees during turnover
☐ Consider eliminating interactions across shifts (e.g., video conferencing)
☐ Group employees in critical functions into non-rotating teams or work shifts
☐ Suspend outside meal deliveries

☐ For workspaces
☐ Mark which seats are assigned and which seats are designated to be vacant
☐ Alternate desks by disabling the use of alternate desks (checkerboard); or where possible, consider removing chairs or desks all together

☐ For open offices
☐ Develop one way traffic corridors in the open office to allow proper distancing in circulation
☐ Leave desks vacant in high-traffic hallways/ corridors
☐ Consider plexiglass partitions between open work areas

☐ Meeting rooms
☐ Conduct briefings in the field to reduce large meetings
☐ Reduce occupancy capacity in meeting rooms where seating can nest or stack by placing chairs off to the side

Details to follow
Return to table of checklists
C1: Increase distance between occupied workstations

Implement one way traffic corridors in the open office to allow proper distancing in circulation.

Mark which seats are designated to be vacant vs. occupied for offices that have unassigned seating models.

Alternate seating arrangements to increase physical distance between colleagues and high-traffic areas.

Approved to occupy
Vacant for physical distancing
C1: Maximum one individual per offices

Do not hold meetings in offices that have been reduced to maximum of one occupant.

Maximum one occupant for all single and double offices.

ILLUSTRATIVE

Approved to occupy

Vacant for physical distancing
For smaller meeting rooms, occupancy should be reduced to one person per room.

For larger meeting rooms, determine occupancy level based on the 6 feet or 2 meters distance (minimum of 2 seats between occupants).

Consider visuals within the space to indicate which seats are more than 6 feet (2 meters) apart (i.e., temporary colored zones on the desk, etc.).

Example of visual indicators in a meeting room.
C1: Example: How to reduce office circulation

Plans must be in place to allow physical distancing while moving around in the office (Sample plan)

Notes
Traffic flow pattern supports physical distancing protocol and reduces congestion/potential colleague collisions.
Directional signage throughout the office will illustrate traffic flow.
C1: Stagger work shifts between colleagues

Colleagues check in at a certain time
- Stagger shift times to allow physical distancing and avoid crowded entry ways

Why this helps
- Prevents overlap between colleagues
- Improves and simplifies contact tracing, if necessary
Checklist: C2 – At work: Promoting safe practices

✅ Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Encourage “virtual-first” practice, minimize face-to-face meetings in favor of virtual meetings
- Communicate all minimum requirements to all employees and contingent workers
- Share communication of new workplace safety processes and policies
- Establish a process to monitor adherence to mandatory minimums
- **Display signage on Company best practices for handling material**
- **Promote healthy personal habits with high-visibility signage and media campaigns**

Meeting rooms
- Remove non-essential room items such as notepads, pens, flipcharts, markers (make them available on request)
- **Display signage outside and inside conference rooms clearly stating occupancy, duration limits and recommended seating arrangements**

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

Should be considered
- Coach employees to critically evaluate the requirement for face-to-face meetings
- Place informational signage in every room
- Display large format posters or digital signs showing new workplace safety processes and policies
- Implement a paper-free / green policy
- **Promote responsibility to have an uncluttered desk**

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent
### C2: Best practices in handling materials

<table>
<thead>
<tr>
<th>Procedure when receiving shipments</th>
<th>Lab-specific</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk Level</strong></td>
<td><strong>Risk level</strong></td>
</tr>
<tr>
<td>❑ Risk is low when receiving packages for the office</td>
<td>❑ Risk is low when receiving packages for the lab</td>
</tr>
<tr>
<td>❑ Risk from office materials within these packages is insignificant</td>
<td></td>
</tr>
<tr>
<td><strong>Best practice</strong></td>
<td><strong>Best Practice</strong></td>
</tr>
<tr>
<td>❑ Consider that the outer package was just handled by delivery personnel</td>
<td>❑ Use of gloves is only warranted if that is the standard procedure in the lab or manufacturing space receiving the shipment</td>
</tr>
<tr>
<td>❑ Wash or disinfect hands after unpacking or moving packages</td>
<td>❑ Wash hands after unpacking and handling containers, vials, and other objects in shipments</td>
</tr>
<tr>
<td>❑ Consider using dedicated personnel to unpack office supplies</td>
<td>❑ Follow all BSL2 or other lab-specific safety precautions for shipment contents</td>
</tr>
<tr>
<td><strong>Procedure when handling high-touchpoint items</strong></td>
<td>❑ For patient specimen such as sera, Dangerous Goods shipment Category B, Biological substance, UN3373 is generally required. Please align with your EHS or shipment lead</td>
</tr>
<tr>
<td>❑ Use standard hand hygiene when handling objects that have been touched by others (such as at visitor’s desk)</td>
<td><strong>Additional measures if needed</strong></td>
</tr>
<tr>
<td>❑ Wash or disinfect hands after handling other people’s items, such as lanyards or pens</td>
<td>❑ Assigning dedicated personnel to unpack supplies</td>
</tr>
<tr>
<td>❑ Consider open storage for office supplies</td>
<td></td>
</tr>
<tr>
<td>❑ Consider wiping down office supplies after removing from common storage</td>
<td></td>
</tr>
</tbody>
</table>
C2: Promoting safe practices in meeting rooms

Provide cleaning supplies and signage of cleaning protocols in each conference/meeting room (i.e. wipe surface and door handle after each meeting)

Display signage outside and inside the conference rooms clearly stating occupancy, duration limits and recommended seating arrangements
C2: Promote responsibility to have a clutter-free desk

Result to aim for
• Desks and nearby surfaces are clean and clutter free at the end of the day

Reinforcement tools
• Conduct spot inspections to encourage good habits (e.g., Your desk is a model for others to follow award!)
• Show visuals to help colleagues visualize a clutter free working area

Benefits of a clean-desk policy
• Reduces possible human-to-material-to human contact
• Supports after-hours cleaning
Checklist: C3 – At work: Clean & disinfect

✅ Mandatory minimums
- Make cleaning supplies accessible for colleagues to self-clean their workspace
- Make sanitizers available for colleagues
- Increase the frequency of cleaning for high-touchpoint locations

✅ Should be considered
- Make tissues and hand sanitizer available in each meeting room
- Encourage frequent and staggered sanitization breaks for all employees
- Identify and clearly mark high touch surfaces that are in frequent contact by employees to raise awareness
- Use closed bin storage to hygienically dispose of tissues
- Display cleaning plan
Office spaces have many high-risk touchpoints to focus on when cleaning

Examples
High-risk touchpoints

- Telephones
- Desks
- Switches
- Door handles

Should also be considered
- Chairs
- Table surfaces
- Audio/visual equipment
- Office equipment
Checklist: C4 – At work: Use protective equipment

✅ Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask in the workplace whenever physical distancing is not possible
- **Follow Company’s best practices for masks**

Meeting rooms
- Wear a face covering or mask whenever in an enclosed space

✅ Should be considered
C4: Best practices for masks

- Are not a substitute for social distancing or good hand hygiene
- Are primarily for source control: which means you protect others from you
- Should not be worn in work areas where other gowning is required
- Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
- Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
- Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

Specific to reusable masks

- Use freshly laundered masks on site
- Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
# D 1-10: Common Spaces: Principles to apply

*Click on hyperlink to navigate to the section of choice*

<table>
<thead>
<tr>
<th>D1</th>
<th>D2</th>
<th>D3</th>
<th>D4</th>
<th>D5</th>
<th>D6</th>
<th>D7</th>
<th>Open</th>
<th>Open</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common Spaces</strong></td>
<td>Cafeterias/Canteen checklist</td>
<td>Breakrooms checklist</td>
<td>Restrooms/Locker rooms checklist</td>
<td>Elevators/stairwells checklist</td>
<td>Gathering spaces(^1) checklist</td>
<td>Shipping/Receiving checklist</td>
<td>Fitness facilities checklist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Physical distancing
- • Reduce physical contact wherever possible
- • Increase virtual human contact to avoid social isolation
- • Reduce human-to-materials-to-human contact wherever possible
- • Apply physical distancing wherever possible

<table>
<thead>
<tr>
<th>D11</th>
<th>D21</th>
<th>D31</th>
<th>D41</th>
<th>D51</th>
<th>D61</th>
<th>D71</th>
</tr>
</thead>
</table>

### Promote safety practices
- • Promote healthy personal habits with high-visibility signage and media campaigns
- • Make visible new workplace safety processes and policies
- • Monitor best-practice adherence to inform helpful interventions

<table>
<thead>
<tr>
<th>D12</th>
<th>D22</th>
<th>D32</th>
<th>D42</th>
<th>D52</th>
<th>D62</th>
<th>D72</th>
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</thead>
</table>

### Clean & disinfect
- • Promote colleague accountability in keeping the workplace clean
- • Continue enhanced cleaning practices

<table>
<thead>
<tr>
<th>D13</th>
<th>D23</th>
<th>D33</th>
<th>D43</th>
<th>D53</th>
<th>D63</th>
<th>D73</th>
</tr>
</thead>
</table>

### Use protective equipment
- • Limit spread of virus to others by wearing face coverings

<table>
<thead>
<tr>
<th>D14</th>
<th>D24</th>
<th>D34</th>
<th>D44</th>
<th>D54</th>
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<th>D74</th>
</tr>
</thead>
</table>

\(^1\) Casual gathering spaces: please refer to glossary at the beginning of the document
Checklist: D11 – Cafeteria/Canteen: Physical distancing

✅ Mandatory minimums
- Make sure food services provider aligns with local health authority requirements
- Maintain physical distancing throughout the cafeteria
- Evaluate floor plan and identify updated seating arrangement to follow physical distancing requirement
- Offer takeout food if physical distancing cannot be maintained
- Allow only on-site catering deliveries in individually wrapped packages
- Suspend outside meal deliveries
- **Display visual indicators for employees to follow physical distancing while waiting in line**
- **Display visual indicators within the space to show which seats follow physical distancing and to avoid sitting face to face**

✅ Should be considered
- Stagger lunch hours across expanded cafeteria hours
- Display visual indicators to show the directional flow in and out of the cafeteria
- Minimize use of handles and physical interfaces (or provide tools to help employees open doors or modify items to minimize contact)
- Position a cafeteria operator for shared equipment such as coffee machines and microwave
- Assign a Café Host/Steward to direct employee flow, answer questions and make sure physical distancing is maintained

Details to follow

Return to table of checklists
D11: Physical distancing in a cafeteria / canteen

Examples of visual indicators marking physical distance criteria
D11: Physical distancing in a cafeteria / canteen

Example evaluation layout to determine how to practice physical distancing criteria

- Approved to occupy
- Vacant for physical distancing

Only one user of common amenities at a time (i.e. coffee machines, microwave, sink, etc.)

Minimum two seats between occupants and avoid sitting face-to-face unless physical distancing can be maintained
Checklist: D12 – Cafeteria/Canteen: Promote safe practices

Mandatory minimums
- Make sure food services provider aligns with local health authority requirements
- Establish a process to monitor adherence to mandatory minimums
- Communicate all minimum requirements to all employees and contingent workers
- Share communication of new workplace safety processes and policies

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

Water circulation
- Assure all building systems including water are ready for re-occupation especially if the building was completely shut down

Should be considered
- Remove need for physical interface where possible, such as leaving doors open if not a fire door
- Promote healthy personal habits with high-visibility signage and media campaigns
- Display large format posters or digital signs showing new workplace safety processes and policies
- Support touchless payment
- Request the vendor inform Company colleagues on food service facility new safety processes

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent

Water circulation
- Flush cooling towers, water tanks, and pipes
Checklist: D13 – Cafeteria/Canteen: Clean & disinfect

✅ **Mandatory minimums**
- Make sure food services provider aligns with local health authority requirements
- Make hand sanitizer dispensers accessible to colleagues
- Make cleaning supplies accessible for colleagues to self-clean
- Increase the frequency of cleaning for high-touchpoint locations

✅ **Should be considered**
- Align with food service provider on frequency of kitchen cleaning
- Display signage outlining protocols for cleaning the cafe
- **Display cleaning plans**
- Assign personnel to continuously sanitize high-touchpoint surfaces
Checklist: D14 – Cafeteria/Canteen: Use of protective equipment

✅ Mandatory minimums
- Ensure food services provider aligns with local health authority requirements
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask in the workplace whenever physical distancing is not possible
- Follow Company’s best practices for masks

✅ Should be considered
- Provide informational signage regarding use of PPE
- Have food service provider colleagues wear gloves and laundered uniforms
D14: Best practices for masks

All face covering and masks

- Are not a substitute for social distancing or good hand hygiene
- Are primarily for source control: which means you protect others from you
- Should not be worn in work areas where other gowning is required
- Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
- Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
- Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

Specific to reusable masks

- Use freshly laundered masks on site
- Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: D21 – Breakroom: Physical distancing

✅ Mandatory minimums
- Maintain physical distancing throughout the breakroom
- Evaluate floor plan and identify updated seating arrangement to follow physical distancing requirement
- Display visual indicators for colleagues to follow physical distancing while in the breakroom
- **Display visual indicators within the space to show which seats follow physical distancing and to avoid sitting face to face**

✅ Should be considered
- Re-arrange extra chairs where appropriate so they are not available for use (e.g., stack chairs and move to corner of break room)

**Caution:** This is an active area with many high-touch points and requires additional diligence to be maintained as a safe place
D21: Example: Physical distancing in breakrooms

Example of breakroom with seating

- Approved to occupy
- Vacant for physical distancing

Seating that adheres to physical distancing

Minimize occupancy in kitchenette areas to maintain proper physical distancing
Checklist: D22 – Breakroom: Promote safe practices

Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Communicate all minimum requirements to all employees and contingent workers
- Share communication of new workplace safety processes and policies
- Establish a process to monitor adherence to mandatory minimums
- Post visual indicator reminding employees to wash hands after leaving the area
- Remove all unwrapped offerings and common utensils
- Provide guidelines to colleagues on how to clean the breakroom after each use

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

Water circulation
- Assure all building systems including water are ready for re-occupation especially if the building was completely shut down

Should be considered
- Ask colleagues to bring their own kitchen consumables to the workplace
- Ask colleagues to keep food in an individual cooler and at their workstation
- Display signage to disinfect common touchpoints before and after use (e.g., microwave buttons)
- Display signage to sanitize hands when entering and leaving the area
- Display signage to remove personal non-disposable items from the kitchenette

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent

Water circulation
- Flush cooling towers, water tanks, and pipes

Caution: This is an active area with many high-touch points and requires additional diligence to be maintained as a safe place
Checklist: D23 – Breakroom: Clean & disinfect

☑️ **Mandatory minimums**
- Align with janitorial service provider on location specific requirements
- Provide cleaning supplies within the kitchenette area for colleagues to self-clean
- Increase the frequency of cleaning for high-touchpoint locations
- Place hand sanitizer dispensers at each entrance

**Vending machines**
- Provide cleaning supplies near the vending machine for colleagues to self-clean
- Place hand sanitizer dispensers near vending machines

☑️ **Should be considered**
- Display cleaning plan

**Caution:** This is an active area with many high-touch points and requires additional diligence to be maintained as a safe place
Checklist: D24 – Breakroom: Use of protective equipment

**Mandatory minimums**
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask in the workplace whenever physical distancing is not possible
- **Follow Company’s best practices for masks**

**Should be considered**

---

Caution: This is an active area with many high-touch points and requires additional diligence to be maintained as a safe place
D24: Best practices for masks

All face covering and masks
- Are not a substitute for social distancing or good hand hygiene
- Are primarily for source control: which means you protect others from you
- Should not be worn in work areas where other gowning is required
- Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
- Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
- Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

Specific to reusable masks
- Use freshly laundered masks on site
- Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: D31 – Restroom / Locker rooms: Physical distancing

✅ Mandatory minimums

**Restrooms**
- Practice physical distancing when using a restroom
- Display signage reminding colleagues to practice physical distancing

**Locker rooms**
- Practice physical distancing when using a locker room
- Evaluate floor plan and identify maximum occupancy to follow physical distancing requirement
- Display updated maximum occupancy outside of locker rooms
- Display signage reminding colleagues to practice physical distancing

✅ Should be considered

- Display floor visual indicators to show proper physical distancing
Checklist: D32 – Restrooms/Locker rooms: Promote safe practices

Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Communicate all minimum requirements to all employees and contingent workers
- Share communication of new workplace safety processes and policies
- Establish a process to monitor adherence to mandatory minimums
- Promote healthy personal habits with high visibility signage and media campaigns

Locker room policy for colleagues
- Post signage for colleagues to not leave out personal items in restroom or locker room

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

Water circulation
- Assure all building systems including water are ready for re-occupation especially if the building was completely shut down

Should be considered

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent

Water circulation
- Flush cooling towers, water tanks, and pipes
Checklist: D33 – Restrooms: Clean & disinfect

☑️ Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Increase the frequency of cleaning for high-touchpoint locations
- Place hand sanitizer dispensers at each entrance

☑️ Should be considered
- Display cleaning plan
D33: High-touchpoints to focus on in the restrooms / locker rooms

**High-touchpoints to focus on**

Washrooms are a high-risk area and need extra attention

- **Switches**
- **Door handles**
- **Bathroom handles** Toilet flush, shower control, taps
- **Toilets** Seats, splash walls
Checklist: D34 – Restrooms/Locker rooms: Use of protective equipment

✅ Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask whenever in an enclosed space
- **Follow Company’s best practices for masks**

✅ Should be considered

Details to follow

Return to table of checklists
D34: Best practices for masks

### All face covering and masks

- Are not a substitute for social distancing or good hand hygiene
- Are primarily for source control: which means you protect others from you
- Should not be worn in work areas where other gowns are required
- Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
- Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
- Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

### Specific to reusable masks

- Use freshly laundered masks on site
- Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: D41 – Elevators / stairwells: Physical distancing

✅ Mandatory minimums

- Evaluate elevator floor plan and identify maximum occupancy to follow physical distancing requirement
- Maintain physical distancing throughout enclosed spaces
- Designate zones through visual indicators in elevators to maximize separation of individuals
- Display visual indicators for colleagues to adhere to physical distancing while waiting in line
- Display updated maximum occupancy outside of elevators
- Display signage reminding colleagues to practice physical distancing while riding the elevator

✅ Should be considered

- Promote stairs over elevators
D41: Example: Limiting capacity in the elevators

Example of how to create physical distancing in the elevator
Checklist: D42 – Elevators / stairwells: Promote safe practices

Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Communicate all minimum requirements to all employees and contingent workers
- Share communication of new workplace safety processes and policies
- Establish a process to monitor adherence to mandatory minimums
- Promote healthy personal habits with high-visibility signage and media campaigns
- Display signage communicating no conversations while riding elevators or in stairwells

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

Should be considered
- Where possible, separate employee elevators from service provider and delivery elevators
- Avoid riding elevator at the same time as vendors that are delivering supplies
- Make stairwells unidirectional where possible
- Display updated maximum occupancy outside of stairwells
- Evaluate designate elevators for top floors and for those unable to use stairs
- Determine maximum occupancy and movement of people in and out of buildings based on the use of stairwells and elevators

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent
Checklist: D43 – Elevators / stairwells: Clean & disinfect

✅ Mandatory minimums

☐ Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums

☐ Increase the frequency of cleaning for high-touchpoint locations

☐ Place hand sanitizer dispensers at each entrance

✅ Should be considered

☐ Display cleaning plan
Checklist: D44 – Elevators / stairwells: Use of protective equipment

✅ Mandatory minimums
   ☐ Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
   ☐ Wear a face covering or mask whenever in an enclosed space
   ☐ Follow Company’s best practices for masks

✅ Should be considered
D44: Best practices for masks

**All face covering and masks**

- Are not a substitute for social distancing or good hand hygiene
- Are primarily for source control: which means you protect others from you
- Should not be worn in work areas where other gowning is required
- Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
- Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
- Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

**Specific to reusable masks**

- Use freshly laundered masks on site
- Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: D51 – Gathering spaces: Physical distancing

Mandatory minimums
- Maintain physical distancing throughout gathering spaces
- Evaluate floor plan and identify updated seating arrangement to follow physical distancing requirement
- Display visual indicators for colleagues to adhere to physical distancing while in the casual gathering spaces
- Display visual indicators within the space to show which seats follow physical distancing and to avoid sitting face to face

Bike Storage
- Maintain physical distancing throughout bike storage
- Evaluate bike storage floor plan and identify maximum occupancy to follow physical distancing requirement
- Display visual indicators for colleagues to follow physical distancing while in bike storage
- Display updated maximum occupancy outside of bike storage rooms

Hallways
- Maintain physical distancing throughout hallways
- Display signage to remind colleagues to follow proper physical distancing when in passage ways

Should be considered
- Re-arrange extra chairs where appropriate so they are not available for colleague use (Example: stack chairs and move to corner of room)
- Display visual indicators for directional flow
- Post signage communicating no informal meetings in hallways
D51: Be mindful of physical distance in gathering spaces

**Approved to occupy**
- Visual indicator showing physical distancing

**Example**
- Physical distancing in a hallway
  - 6’ (2m)

**Example**
- Signage in a hallway

Reduce occupancy levels in common seating areas to support physical distancing between individuals

Maintain physical distancing in staircases and circulation paths

Display signage around common areas with recommendations on how to maintain proper physical distancing
Checklist: D52 – Gathering spaces: Promote safe practices

**Mandatory minimums**
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Establish a process to monitor adherence to mandatory minimums
- Promote healthy personal habits with high-visibility signage and media campaigns
- Communicate all minimum requirements to all employees and contingent workers
- Share communication of new workplace safety processes and policies

**Bike Storage**
- Post signage for colleagues to not leave out personal items in the bike room

**Air circulation**
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

**Should be considered**
- Display large format posters or digital signs showing new workplace safety processes and policies

**Air circulation**
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent
Checklist: D53 – Gathering spaces: Clean & disinfect

☑️ Mandatory minimums

☐ Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
☐ Increase the frequency of cleaning for high-touchpoint locations
☐ Place hand sanitizer dispensers near high-touchpoint locations

☑️ Should be considered

☐ Provide cleaning supplies within the casual gathering spaces area for colleagues to self-clean
☐ Display cleaning plan
Checklist: D54 – Gathering spaces: Use of protective equipment

✔️ Mandatory minimums

- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask in the workplace whenever physical distancing is not possible
- **Follow Company’s best practices for masks**
D54: Best practices for masks

All face covering and masks

• Are not a substitute for social distancing or good hand hygiene
• Are primarily for source control: which means you protect others from you
• Should not be worn in work areas where other gowning is required
• Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
• Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
• Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

Specific to reusable masks

• Use freshly laundered masks on site
• Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: D61 – Shipping / Receiving: Physical distancing

**Mandatory minimums**
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Evaluate loading dock operations to follow physical distancing when possible and not to impede safety protocols
- Display visual indicators for colleagues to adhere to physical distancing

**Should be considered**
Checklist: D62 – Shipping / Receiving: Promote safe practices

✅ Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Establish a process to monitor adherence to mandatory minimums
- Promote healthy personal habits with high-visibility signage and media campaigns
- Communicate all minimum requirements to all employees and contingent workers
- Inform visitors on safety protocols in place within the buildings
- Direct visitors/vendors entering through loading dock to follow site screening process

Air circulation
- Determine the local public health requirements for HVAC systems for your buildings
- Maximize air exchanges, widen temperature control, to allow for maximum outside air use (as feasible)
- Expand systems uptime to enhance filtration and ventilation effectiveness (as feasible)

✅ Should be considered
- Consider after hours deliveries as an exception and viewed through a business continuity perspective
- Schedule after hours deliveries to take place when someone can meet the vendor (i.e. security or facilities)
- Display large format posters or digital signs showing new workplace safety processes and policies

Air circulation
- Evaluate running HVAC systems 24 hours / 7 days a week
- Evaluate upgrading HVAC filters to MERV13, MERV15 or equivalent
Checklist: D63 – Shipping / Receiving: Clean & disinfect

✅ Mandatory minimums
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Follow all site-specific requirements for cleaning on the loading dock
- Continue to follow all cleaning regulatory requirements if applicable
- Increase the frequency of cleaning for high-touchpoint locations
- Place hand sanitizer dispensers near high-touchpoint locations

✅ Should be considered
- Display cleaning plan
Checklist: D64 – Shipping / Receiving: Use of protective equipment

✅ **Mandatory minimums**
- Apply the safer option for colleagues when comparing local health authority guidance to Company mandatory minimums
- Wear a face covering or mask in the workplace whenever physical distancing is not possible
- **Follow Company’s best practices for masks**

✅ **Should be considered**
- Evaluate need for enhanced PPE for group work
D64: Best practices for masks

All face covering and masks

• Are not a substitute for social distancing or good hand hygiene
• Are primarily for source control: which means you protect others from you
• Should not be worn in work areas where other gowning is required
• Avoid touching the face covering or mask during work and wash or disinfect your hands before and after you touch it
• Dispose of it in an appropriate biohazard waste bin, if you contaminate your mask during laboratory work
• Consider the mask may be infectious to others and the outside of the mask may be infectious to the wearer when adjusting or removing the mask (e.g., to eat, to drink)

Specific to reusable masks

• Use freshly laundered masks on site
• Use a plastic bag to transport potentially contaminated reusable face coverings or masks home for laundry unless due to laboratory work (dispose of in biohazard waste bin)
Checklist: D71 – Fitness facilities: Physical distancing

✅ Mandatory minimums
☑️ Remain closed until further notice

☑️ Should be considered
Checklist: D72 – Fitness facilities: Promote safe practices

☑️ Mandatory minimums
☐ Remain closed until further notice

☑️ Should be considered

Return to table of checklists
Checklist: D73 – Fitness facilities: Clean & disinfect

✅ Mandatory minimums
- Remain closed until further notice

✅ Should be considered
Checklist: D74 – Fitness facilities: Use of protective equipment

✓ Mandatory minimums
   ❑ Remain closed until further notice

✓ Should be considered