



## **RETURN TO WORK GUIDELINES**

**As of 05.20.20**

The following are Crozier's Return to Work guidelines affecting employees and visitors to all Crozier facilities. These guidelines will be adjusted in accordance with the recommendations of the CDC, WHO and local ordinances as the COVID-19 situation continues to evolve.

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### **Workplace Safety & Staffing Adjustments**

Crozier locations will open intermittently under the recommendations of public health officials and in accordance with local mandates. Once we reopen, all return to non-remote work will be voluntary. Anyone whose job function allows them to work remotely will continue to be able to do so. Reasonable accommodations will be made to work schedules in order to protect employees' health, accommodate for child care and address individual situations, as appropriate.

Social Distancing:

- Whenever possible, General Managers (GMs) are expected to limit in-office staff and provide ample amount of social distance between workers.
- Scheduling of staff will be set up to reduce risks and provide ample social distancing in the office environment.
- Office staff in a given location will alternate days between being in office and working from home as determined by local GM.

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- At least one (1) empty workspace must be kept between each employee in locations where desks are closely configured.
- Convex mirrors are to be installed at blind corners in each location in order to enhance visibility
- When moving throughout the office, staff should call out locations in tight spots in order to avoid close encounters with others.
- Staff must adhere to social distancing guidelines whenever practical.

## Staggered Shifts:

- Shifts and arrival times are to be staggered in order to avoid congestion upon arrivals and departures.
- Team shifts are to be separated by 30 minutes whenever possible.
- Art Handlers are to work in teams of no more than two (2).
- Lunches and breaks must be scheduled in order to limit the number of people in break rooms at one time.

## PPE & Healthy Behaviors:

- For their own safety and that of their co-workers, employees must stay home if they are experiencing any COVID-19 symptoms or feeling ill.
- Staff must wash their hands upon arrival to work and upon return from any break, meal and/or bathroom usage. Hand washing is strongly encouraged regularly throughout the day.
- Staff must sanitize or wash hands immediately after touching any packages, mail or deliveries that come from outside.
  - All facilities will have a dedicated table for spraying/wiping down packages/mail. If no dedicated table is provided, packages/mail are to be left in a dedicated bin for 2-3 days before being opened.
- At a minimum, staff must wear masks at all times when in the workplace and adhere to proper protocol around mask hygiene and replacement.
- Staff should make concerted effort not to shake hands or touch each other (e.g., high five, etc.).
- Sneezes should be into the elbow and followed with hand wash and sanitization of the surrounding area where practical.
- Staff must ensure that their PPE is fitted properly at all times.
- Multi-user restrooms are to only allow one (1) person at time. Managers are to install locks on doors or create an occupied sign system in order to prevent crowding.

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## Cleaning/Sanitizing:

- Management and office staff are to all contribute to the cleaning and sanitizing of their office through a dedicated cleaning schedule.
- Each employee must clean and sanitize their own work station daily before beginning work. This includes:
  - Keyboard/mouse
  - Desktop
  - Drawer handles
  - Telephone handset and keypad
  - 2-way radios
- High contact areas are to be cleaned every two (2) hours with disinfectant spray or disinfectant wipe (to be determined based on location in cooperation with Engineering). High contact areas include:
  - Doorknobs
  - Light switches
  - Refrigerator handles
  - Microwave handle and keypad
  - Coffee maker
  - Break room chairs and tables
  - Kronos clock in/out device
  - Printers/scanners

## Field Operations (Trucking):

- Truck occupants must confirm they are aware of recent client communications and that they have seen and understand the GAR model.
- A truck cab must have no more than two (2) people maximum, including vehicles equipped with a rear bench seat/sleeper berth.
- Clear plastic dividers may be installed in cabs where practical.
- Trucks must carry hand sanitizer, disinfecting wipes and PPE. Truck kits will be outfitted with these essentials.
- Crews must have enough PPE to accommodate the type of work being performed on a given day (e.g., pick and drop off, shuttle support, full day install, full handling, etc.).
  - If a truck does not have these essentials, it is the Crew's responsibility to inform a Manager and properly equip the truck before departure.
- Crews must replenish PPE kits with items that were used at the end of each day, properly disposing of used PPE on-site or at warehouse at designated disposal bins. Proper disposal procedure will be explained to staff.
- Risk assessment (GAR) model must be checked for corresponding PPE level.

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- Cabs must be disinfected before and after every shift and when necessary, wiping down all touch surfaces (e.g., steering wheel, knobs, gear shift, etc.).
- When practical, windows should be down on both sides of the vehicle. Whenever possible, set ventilation to “non-recirculated air mode” in the cab.
- If practical, use follow cars for additional staff. Follow cars will be equipped with hand sanitizer, disinfectant wipes and PPE. Clean and disinfect follow cars following the same guidelines as trucks.
- Upon arrival at the client location and prior to beginning any on-site work, the client must be notified by phone or text to confirm that the risk assessment (GAR) model provided accords with the current environment.
- Safe social distancing must be maintained whenever possible.
- Gloves must be changed regularly during job in accordance with safe disposal procedures.
- When arriving at warehouses to collect/drop off inventory, staff are required to follow the same procedures as third-party companies (see Visitation Policy below). Drivers and handlers should be fully prepared before the dock doors are opened. This includes having the truck positioned, PPE on, paperwork available and items ready for handover.
- Field employees must be aware of their surroundings. Risks and hazards must be announced as they come into view. Any perceived risks must be reported immediately to a Crew Chief/Manager.

## **Visitation Guidelines**

The following are guidelines regarding client and third-party visits to Crozier locations.

### Clients:

- All visits must be pre-arranged with a Crozier employee at least 24 hours in advance. Unplanned visits will not be permitted.
- At time of booking, visitors must confirm that they will be equipped with their own PPE. Facial masks are required of all visitors. Visitation guidelines are to be provided to client or third-party visitors both verbally and in writing.
- All Crozier employees must wear face masks when interacting with visitors for the full length of time.
- Crozier reserves the right to ask any visitor exhibiting signs of illness to kindly leave the premises.
- Visitors are asked to remain six (6) feet from all individuals while on Crozier property. Crozier employees will politely remind visitors of this practice throughout the visit as needed.

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- Upon entering the facility, visitors will be asked to wash their hands at the nearest restroom or wash station. A disinfecting hand wipe will be provided for use on door handles en route to the restroom or wash station. Markings on the floor will be available for guidance to the restroom or wash station if the path is not obvious. Should a restroom or wash station be inaccessible or in excess of 100 yards from entrance, visitors are to thoroughly cleanse their hands with 70% alcohol-based sanitizer provided by Crozier.
- Personal objects such as handbags or carried items should remain with the visitor or placed in a secured location provided by Crozier.
- Guests are required to sign in once hand cleaning has occurred. Where staffed, a Crozier receptionist is permitted to sign in on guest's behalf in order to limit tablet contact.

## Third Parties:

When receiving artwork or material from trucks at docks, the above guidelines are required as allowed. Additionally:

- Third-party drivers and handlers must be fully prepared before the dock doors are opened. This includes having the truck positioned, PPE on, paperwork available and items ready for handover.
- Third-party drivers and handlers are required to load/unload their own trucks and place the objects in predetermined locations within Crozier facility.
- Crozier employees must use proper social distancing when possible to safely remove artwork.
- Proper equipment or space will be made available to safely leave objects secured and unattended until the third-party personnel depart. At that time, material that has been received will be thoroughly wiped down as the material allows without compromising its integrity. Wipe downs should focus on the area most frequently handled. Only after said process can material be processed into the facility for storage/services.
- Tools or equipment such as dollies or J-bars must be disinfected after each use.
- Sharing of tools is strongly discouraged.
- Signing paperwork and scanning of IDs should be done at a distance. Small stickers can be provided to the third-party personnel so they can indicate where Crozier employees need to sign. Third-party personnel are to stand at least six (6) feet away from signing desk. Personnel are to be informed when signing is completed and it is safe for them to approach the signing area/table to collect their paperwork and IDs.
- Third-party drivers and handlers should bring their own pen or use disposable pens provided by Crozier at the dock.
- Third-party personnel are required to take any discarded material or waste they have generated with them when they leave Crozier facilities.

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## Visiting Clients On-Site:

In order to preserve the safety of those involved, we ask that everyone who is present on a job site (clients, crew members, etc.) take the appropriate precautions, including wearing masks. Staff will be trained on how to handle particular situations around non-compliance.