

## Reopening Plan Template

### Plan Components

#### 1. Phased Implementation Timeline & Types of Work

Professional service providers will continue working remotely (*i.e.*, telephonically or via video technology such as Zoom) where possible. Any client work that cannot be done remotely (such as executing documents that require an original signature) will be done in compliance with the mandatory health and safety guidelines in this Plan.

*Phase 2* – May 18, 2020: Professional service providers may operate with no more than 10 workers present per office location, provided that all workspaces are at least 6 feet from other workspaces or are located in individual, separate offices, or unless partitioned by a wall. (Alternating or divided day work time is allowed.) In-person client meetings may take place, only if otherwise unavoidable, in a separate meeting room (if available at the location) and with at least 6 feet of separation between individuals.

*Phase 3* – TBD – Professional service providers may operate, provided that all workspaces are at least 8 feet from other workspaces or are located in individual, separate offices, or unless partitioned by a wall. (Alternating or divided work time is allowed.) In-person client meetings may take place only in a separate meeting room (if available at the location) with at least 6 feet of separation between individuals.

#### 2. Employee Training & Education Plan

2.1. **Based on CDC/State Requirements:** Employees shall not be allowed to come to or remain at the office if sick or symptomatic (fever, cough or shortness of breath) and will be encouraged to abide by CDC and Vt. Department of Health guidelines. Employees who are immunocompromised should notify their employer in writing and work remotely if possible. Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and handwashing or hand sanitization is required upon entering and leaving the office. All common spaces and office equipment, including bathrooms, frequently touched surfaces, doors and office equipment must be cleaned and disinfected at the beginning, middle and end of each workday and prior to transfer of equipment or materials from one person to another. Pens used by clients or others to sign documents shall be given new to them upon arrival and taken with them when they leave.

2.2. **PPE requirements and access plan:** Employees must wear non-medical cloth face coverings (bandana, scarf or non-medical mask, etc.) over their nose and mouth when in the presence of others. Employers shall provide the masks, except that employees may use their own as long as they are at least as effective as those provided by the employer. Other protective measures may be taken as needed.

2.3. **Designation of Employee(s) on Site Responsible for Training and Education:** Each office shall have at least one person per workday responsible for informing all employees of the details of this Plan before the start of each phase. Safety

guidelines shall be available in an on-line format and posted in the office in a highly visible location.

### 3. Physical Distancing Plan

3.1. **Central Office / Headquarters:** See *Phase 2* and *Phase 3* in Section 1., above.

3.1.1. **Individual workspaces vs. common areas:** Physical distancing of 10 feet while in individual workspaces. Not more than one worker in a common area (e.g., break rooms, rest rooms, lobbies) at a time, unless unavoidable (e.g., in large buildings with shared lobbies).

3.2. **Remote Work:** Physical distancing of 6 feet if in contact with other employees or clients while working remotely.

3.3. **Field Work / Off Site:** Physical distancing of 6 feet if in contact with other employees or clients while off site from the central office, subject to any additional restrictions of the off-site location.

3.4. **Transportation:** No more than one person in a vehicle unless necessary. In any event, no more than two persons may travel in a single vehicle, and non-medical cloth face coverings shall be worn by all occupants.

### 4. Postings and Notification

4.1. **Internal for employees:** [sample notice attached]

4.2. **External for clients/vendors/visitors:** [sample notice attached]

4.3. **Safety, Health, Sanitation, Compliance and Enforcement Plans** [sample notice attached]

### 5. Health Monitoring Policy for Employees

5.1. **Designation of Employee(s) Responsible for Health Monitoring:** At least one per professional office.

5.1.1. **By Business Divisions, Areas of Work, Divisions of Job Site, etc. as needed:** If the professional office includes more than 20 employees at any one office location, then there must be at least one employee responsible for health monitoring for every 20 employees at that location.

#### 5.2. Means of Monitoring Employee Health

5.2.1. **CDC Guidelines:** Before any employee, client, vendor or visitor enters an individual office location, these questions (below) must be asked. If the answer to any of the questions is yes, the person may not enter the office location.

(1) Have you been confirmed positive (and have not yet been determined by a

medical professional to have recovered from) or are you awaiting testing, test results, or a diagnosis from a physician to determine whether you are positive for COVID-19?

(2) Are you currently experiencing, or have you recently experienced, any acute respiratory illness symptoms such as fever, cough, or shortness of breath?

(3) Have you been in close contact with any person who has been confirmed positive for, and who has not yet been determined by a medical professional to have recovered from, COVID-19?

(4) Have you been in close contact with any persons who have or who are exhibiting acute respiratory illness symptoms?

(5) Have you or someone in your household or someone you have been in close contact with been advised by a health care professional in the last two weeks to self-quarantine due to concerns about COVID-19?

### 5.3. **Traceability**

Each office shall record the name, contact information, date, and time of visit of anyone physically entering the office space. (*Note: This requirement is without waiver of attorney-client privilege, which shall be determined on a case-by-case basis.*)

## 6. **Health Monitoring Policy for Vendors/Visitors**

All deliveries shall be left outside the individual office or in a separate designated location. One designated employee per workday shall be responsible for cleaning or disinfecting the exterior of the delivered items before the items are distributed to the office.

6.1. **Designation of Employee(s) responsible for Vendor Health Monitoring:** See Section 5.1, above.

6.2. **Means of Monitoring Vendor Health:** See Section 5.2.1, above.

6.3. **Traceability:** See Section 5.3, above.

## 7. **Supply Chain Impacts of Reopening**

Professional services typically include the sale of services (not products), so supply chain impacts would normally end at the professional office. However, professional service providers do purchase products (*e.g.*, general office supplies) and engage other service providers (*e.g.*, technology maintenance), so reopening would impact the providers of those products and services.