**Sample**

**COVID-19 Response Plan**

**Plan Introduction**

(Company Name)’s COVID-19 Response Plan considers various risk components associated with reopening it’s office/business and includes prudent and practical measures, based on guidelines from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO), to mitigate and eliminate the risk of COVID-19 infection to the greatest extent feasible.

(Company Name) is committed to thorough planning and preparation to incorporate necessary precautions and sound protocol to keep our employees, clients, and visitors safe. (Company Name) will comply with best practices and orders in this jurisdiction while relying on the evolving medical expert guidance publicly available (CDC, WHO, state/local public health). Given the size, physical space, and layout of our office/business (Company Name) will determine optimal measures and protocols to protect the well-being of everyone.

**Pre-Opening Planning and Preparation**

To best regulate the health and safety of our workforce during a transition back to the physical workplace, we are following a multi-step approach guided by criteria at government, facility, role, and individual levels.

1. Government Shelter in Place and Other Restrictions - (Company Name) will comply with all state and agency mandates and orders. Where restrictions are in place, the government entity must deem it safe for the office to reopen and individuals to return to work.
2. Facility Review and Office Preparations - (Company Name)’s HR department will coordinate facility preparation efforts with Office Management and Building Management for our location. A prudent assessment of temporary measures will include, at a minimum:

* Landlord/Building COVID-19 Response Plan measures established with elevator, stairwells restrooms, eateries, and/or building common areas.
* Office Management to evaluate employee schedules, who will be returning to the office.
* Determine temporary office workspace/workflow changes needed to afford social distancing (6 feet minimum) requirements, including: staggered/rotating shifts or schedules; employee work areas; use of OSHA compliant partitions, such as plastic shielding walls, strip curtains, plexiglass or other impermeable dividers, consideration of traffic patterns (i.e. one-way); propping doors open; visual signs, flooring markings, or other cues to reinforce safety behaviors and measures; etc.
* Evaluate desired protocol for use of common areas (reception, communal areas, conference rooms, kitchen, copy room, file room, etc.) and measures for disinfecting between use, and retaining appropriate logs for copy/file/ conference room use.
* Establish Visitor protocol, including process for securing needed approval and health screening measures required for anyone permitted.
* Identify preferred measures for receipt and distribution of incoming/outgoing packages and mail.
* Strict “clean desk” policy for all work areas outside of offices. All nonessential items should be stored in drawers or cabinets to avoid frequent touching.

1. Business Effectiveness Assessment - HR and Management will identify most critical work processes and teams to be prioritized for return. Facility and office preparations, as listed in #2 above, must take into consideration the essential business needs of the Company. Any individual who has concerns or is requesting an accommodation should be directed to speak to the HR department.
2. PPE and Disinfectant Supplies - HR will order and ship PPE face masks, disinfectant spray, paper towels, disinfectant sanitizing wipes and hand sanitizer to be supplied to each office prior to any office reopening.
3. COVID-19 Response Plan Training - Prior to any office reopening, HR and Office Management will host a virtual training session (via zoom). The interactive training will provide an opportunity to communicate (Company Name)’s COVID-19 Response Plan and newly established office protocol to protect the health and well-being of everyone. All employees are required to adhere to applicable policies and guidelines.
4. Employee Health Self-Assessment - As required by regulations, all individuals who return to the office must complete a health assessment. (Company Name) will comply with applicable state regulations relative to the frequency and type of health assessment required. As recommended by the CDC, upon arriving at work, (Company Name) may require employees to submit to a daily temperature and/or symptom check. (Company Name) will keep any medical information (including temperature logs, testing and medical information) separate and confidential from employees’ personnel files. Employees will be sent home if they refuse to abide by health assessment protocols. (Company Name) will continue to encourage all employees to stay home if they are sick and to seek medical care.
5. Outbreak Management - As per the CDC guidelines, (Company Name) recognizes the benefits of robust contact-tracing to safely, quickly and effectively isolate affected individuals. This allows (Company Name) to identify carriers, who may be spreading the virus undetected, and isolate them before they infect others. (Company Name) has implemented a contact tracing program to ensure the health and safety of (Company Name)’s workforce. Employees who refuse to comply with (Company Name’s) outbreak management protocols without permission or justification may be sent home.
6. Ongoing Monitoring - (Company Name) has appointed an Occupational Health representative to carefully monitor compliance with (Company Name’s) COVID-19 Response Plan and track the rate of transmission to ensure containment efforts are effective.

**Office Management Coordination for Health and Sanitary Measures**

1. Prescribed Health and Safety Protocols - (Company Name) will implement enhanced cleaning and sanitary protocol, including thoroughly disinfecting all workstations and frequently used areas throughout the day with the proper disinfectants. Office common areas and workstations will be provided with sanitizer, disinfecting spray, wipes, etc. for employee use. All shared and common areas will be sanitized/disinfected between use. Building Management (Landlord) will be responsible for proper cleaning and disinfecting of all common areas throughout the building.
2. PPE and Sanitizing Supplies - (Company Name) will maintain an inventory of PPE and disinfectant supplies and notify HR in advance of needed reorders. Due to shipping delays, all orders should be communicated 3 weeks in advance of needed supplies. Items supplied include hand sanitizers, sanitizing/disinfectant spray, paper towels, disinfectant wipes and face masks. As recommended by the CDC, individuals working in an office will be required to wear a face mask or face covering, unless they are in an office alone with the door closed. Employees are encouraged to wipe down their work area, mouse, keyboard, etc. using disinfectant spray and wipes provided for common use. Additionally, employees may elect to bring in or wear gloves; the use of gloves is optional.
3. Visual Signs and Reminders: Safety Behaviors - Visible signs regarding office protocol reminders will be displayed and posted throughout Firm offices. Markings may be placed on office floors to guide traffic patterns or Social Distance markings in commonly accessed areas. Signs posted may advise which areas are restricted or where there is a maximum number of individuals permitted in a room/ area at a given time. Furthermore, (Company Name) will comply with all regulations regarding office signs that instruct individuals how to properly wear PPE, physical distancing, reporting COVID-19 symptoms, hand washing hygiene, etc.

**Office Temporary Daily Work Adjustments**

* + - 1. Social and Workspace Distancing - As recommended by the CDC, all employees must maintain a 6-foot distance between other individuals. Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. All employees are required to adhere to workspace distancing, by eliminating contact with others, such as handshakes or embracing coworkers and visitors. Additionally, as recommended by the CDC, employees should avoid touching surfaces touched by others and avoid anyone who appears to be sick, or who is coughing or sneezing.
      2. Mail and Deliveries - (Company Name) will provide contactless pickup and delivery of mail and packages. Offices may elect to have incoming mail/packages left outside the main entrance, and post a notice advising who to call for deliveries requiring a signature. Offices will consider a convenient location for internal document/mail drop off and pickup to avoid “direct contact” between employees. All internal mail should be scanned and sent to the appropriate individual. As recommended by the CDC, after touching any mail/packages, all employees must wash their hands with soap and water, use hand sanitizer when soap and water are not available, and avoid touching their face, eyes, nose or mouth.
      3. Elevator and Stairwells – The office will adhere to guidelines set by the Building Management for elevator and stairwell protocol. Employees are required to adhere to the protocols implemented by each building, and at a minimum employee must always wear a face mask/covering and use social distancing. Employees may use a tissue or another item to touch a button or handle as a precautionary measure, and are encouraged to use stairs, if available and practical.
      4. Bathrooms – The office will adhere to guidelines set by the Building Management for any shared bathrooms. Employees are required to adhere to the protocols implemented by each building, and at a minimum employee must always wear a face mask/covering and use social distancing. Employees should use their own discretion when using any shared bathroom.
      5. Visitors - All visitors require Managing Partner approval. As recommended by the CDC, any visitor will be required to comply with health screening procedures and be asymptomatic prior to entering the office. Visitor health screening information and logs will be maintained by the Office Manager. All visitors are required to wear a face mask/covering and will be required to adhere to all applicable protocol. No handshake greetings will be permitted. Clients or visitors allowed in any area at one time will be limited in accordance with social distancing guidelines (6 feet) at all times.
      6. Conference Rooms - The use of conference rooms requires Management approval. The total capacity in each conference room will be limited by the number of chairs that are spaced out at least 6 feet apart. Signage or floor markings may be used to ensure proper social distancing between each seat. Anyone using the conference room, at any time, is required to wear a facemask and adhere to social distancing. Conference rooms must be cleaned and sanitized after each use. Conference rooms cannot be used for eating purposes; this is strictly prohibited. Office Managers will maintain logs of daily use for tracking purposes.
      7. Meetings and Personal Contact - Personal contact and in-person meetings will be limited to the greatest extent possible to minimize situations that increase the risk of person-to-person transmission. Virtual and remote meetings should be used in lieu of in-person meetings whenever feasible. If an on-person meeting is required, all individuals attending the meeting must follow face covering and six feet distancing guidelines.
      8. Lunch and Breakrooms - (Company Name) will determine the number of employees who can enter the kitchen/breakroom at a time. Kitchen/breakroom use is strictly limited to heating up food, using the refrigerator, or use of other appliances. Employees are required to wear a face mask and wipe down/sanitize any appliance or area touched after use. Signage or floor markings may be used to ensure proper social distancing and guidelines are followed. Additionally, any food or snacks provided for everyone in the office must be individually wrapped; open food will be discarded. Food deliveries must be picked up outside of the office or in a general building lobby area.

1. Copy/File Rooms - Each office will determine limitations to copy room access. If copy room access is permitted, employees must wear a face mask and wipe down/sanitize any areas that were touched.

**Travel**

Until further notice, all international and domestic business travel on (Company Name)’s behalf is suspended. Any exception must be approved on case-by-case basis, by the Management, and may require a waiver.  All employees should discuss any impact this may have on (Company Name)’s obligations with their supervisor or manager.  Furthermore, all business-related conferences and events on (Company Name)’s behalf are suspended until further notice. (Company Name) strongly encourages employees to use their utmost discretion when engaging in any client meeting, and should explore phone, video-conference, video calling applications, and any other available remote methods.

Until further notice, (Company Name) requires all employees to notify Management and HR if they will be flying domestically and internationally. (Company Name) may require employees, in these situations, to work remotely upon return, for 14 days if their job permits, or use PTO/sick time in accordance with policy. All employees are required to secure Management approval prior to scheduling time off in accordance with Firm policy.

**Accommodation Requests**

(Company Name) adheres to ADA guidelines. Any employee requesting an accommodation due to: (1) being in a high-risk category; (2) issues with childcare or transportation constraints; (3) other issues should contact the HR department. Management and HR Department will consider reasonable accommodation requests. FFCRA Employee Rights have been provided to all employees and are posted on (Company Name)’s Intranet. A useful link for EEOC guidelines can be found at: [**https://www.eeoc.gov/facts/pandemic\_flu.html**](https://www.eeoc.gov/facts/pandemic_flu.html) Any employee feeling anxious about the COVID-19 situation can contact the Employee Assistance Program through information available from HR and located on (Company Name)’s Intranet.

**Employees with a Positive COVID-19 Diagnosis**

(Company Name)’s COVID-19 Response Plan, and all associated health and sanitary measures, have been established to mitigate and control potential exposure to infection. Therefore, employees who adhere to Plan protocol help reduce COVID-19 exposure in the event they work in an office with an individual who tests positive.

As per CDC guidelines, (Company Name) will require any employee who tests positive for COVIID 19 to self-quarantine for 14 days. Furthermore, HR will identify if the employee worked in close proximity with any other individual during the 14 days preceding their positive test result. If it is determined that the employee worked in close proximity with any other individual(s), HR will immediately notify the appropriate parties and require they self-quarantine for 14 days to self-monitor for [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (as per CDC guidelines). Additionally, HR or Office Management will send out an office wide communication advising that an employee tested positive for COVID-19. In accordance with ADA guidelines, (Company Name) will not release the identity of anyone who tested positive unless the individual requests and consents to being identified. HR and Management will schedule a thorough, disinfection cleaning service for any infected office, as needed. ­­­­­­­­­

For essential employees only, following potential exposure to COVID-19, (Company Name) will allow employees to continue to work provided that the employee: (1) is asymptomatic, (2) maintains communication with (Company Name)’s designated occupational health representative to regularly monitor his or her symptoms prior to entering the workplace, (3) wears a mask for at least 14 days after the last exposure; (4) exercises social distancing, and (5) adheres to the (Company Name)’s practices of disinfecting all areas and shared equipment routinely.

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