



ABM Federal “Return to Office Plan”

ABM is “Low Risk Exposure Level” by the OSHA guidelines

Phase 1a: Rules for Returning to the Office

General Rules:

1. **If employee is feeling ill with COVID symptoms or caring for someone with COVID symptoms – DO NOT COME TO OFFICE.** Contact your manager. If you feel up to working, then WFH is fine, but if not, take it as sick time.
2. **If an employee begins feeling ill while at work, contact your manager and immediately go home.** If you feel up to working, then WFH is fine, but if not, take it as sick time.
3. **Questionnaire (page 3 of this document) signed by employee regarding their health status and acknowledging the rules will be required for first day of return to office.** No employee/guest may go past reception if they have a fever or answers yes to any question on form.

Daily Steps:

1. No-Touch Temperature check upon initial entrance into the building by the main door.
2. **DO NOT use your key card. Ring doorbell and you will be met at the door to have your temp taken.**
3. You will also be asked questions as to how you feel. Any guests will follow same guidelines and requirements. **Failure to report illness could be grounds for dismissal**

ABM will provide the following to all employees:

1. Disposable Masks if you need them; your own face coverings are acceptable if you have them.
2. Hand sanitizer / Hand soap
3. Disinfecting Wipes / Disinfecting Spray
4. Ron is checking into cleaning filters for maximum ventilation (TBD)

Social Distancing Guidelines:

1. Treat each other with mutual respect and acknowledge their “boundaries”.
2. Move employees’ workspaces/cubes to maintain 6 ft distance
3. Keep 6 feet apart when talking to another staff member – Respect their wishes and what they are comfortable with as far as distance, minimum 6 feet.
4. Let the employee set the distance from their cube/desk/office that they are comfortable. (X marks the spot)
5. One Way Hallways (Big oval around the building in one direction)
 - a. From Sales to Admin (by kitchen) one way heading east
 - b. From Reception area to sales – one way heading west
 - c. Cutting through the bathroom hallway is acceptable if vacant
 - d. Door between bathroom hall and South side of bldg. will be open
6. Kitchen: No more than 2 people are allowed at a time, and must maintain a 6-foot social distance
7. Bathrooms: one person at a time in the restroom
 - a. We will either have occupied signs, or orange cones that can be moved with your foot.
8. Trash can outside bathroom doors to prevent contamination from door handle

Cleaning and Disinfecting Guidelines:

1. Cleaning supplies spaced throughout the office for self-cleaning
2. Door handles, kitchen areas frequently touched such as dishwasher, refrigerators, sink and faucets, tables, chairs, etc.
3. We will ask staff to assist in cleaning with a rotating schedule for cleaning several times daily.
4. Outside Cleaning crew for office – Twice per week. If COVID is diagnosed, all employees will work from home until the office can be professionally disinfected. You will be emailed when ok to return to the office.

Employee Respiratory Etiquette

1. Employee is responsible for personal hygiene and frequent hand washing
2. Employee is responsible for putting their own dishes in the dishwasher. **DO NOT leave for someone else to do it. Once dishes are in, please wipe off the handle with disinfecting wipe.**

3. Employees will not touch telephones, desks, equipment, etc. of another staff member
4. Wear Masks – This is for protection of your co-workers. You may bring in your own or disposable will be provided. The mask must be worn in common areas and while talking to another employee. If alone in office or work space/cube, mask can be removed, unless you are coughing and sneezing due to allergies, then please wear your mask at all times.
5. Coughing/sneezing into tissue or elbow. (Wear your mask.)

Travel Guidelines

- Business Travel
 - All business travel is still restricted. If you have any specific needs, you must present them to Steve for review. Any travel must be pre-approved by Steve and will result in a 14-day self-quarantine with WFH upon return.
- Personal Travel
 - ABM is NOT restricting personal travel as that is a decision made entirely by the employee. However, ABM reserves the right to request the employee to possibly self-quarantine. If employee travels by airplane into an identified COVID hotspot as identified by the CDC, it will result in a mandatory 14 day self-quarantine with WFH.
 - If any interstate or out of state overnight travel, please let HR (Carol) know. We will decide case by case if self-quarantine is warranted with WFH.

ABM will place printed CDC and OSHA brochures throughout the office to remind employees of safety procedures.

Signing below acknowledges employee's understanding of the guidelines and agreement to abide by them

X _____

Employee Signature

Printed Name

Date

Phase 1b:

If everything is going fine for a few weeks (COVID-19 numbers decreasing, employees in the office feel it is a safe environment, social distancing is working, etc.), we will ask for a few more volunteers to return to the office. We believe a phased in approach is best as we work towards all employees returning to the office. Moving to Phase 2 will be determined by available data and guidelines to make an informed decision.

Phase 2:

Date To be determined. We will see how the next 2-4 weeks progress in our office, in the City, County and States (IL and MO). If COVID-19 is still declining and more businesses are opening safely, as well as the CDC loosening guidelines, we will look at choosing a date that we expect everyone will return to the office. There could still be some WFH for individuals on a case by case basis if they are in the vulnerable category that put them at a higher risk. Speak to your manager or HR if you feel you need to continue to WFH for a while more.

Phase 3:

Date to be determined. Again, ABM will be guided by the CDC, the State and County requirements, and all available information to make an informed decision. At this point, we would expect all employees to be back to the office full-time.

ABM Federal Work from Home Policy

The COVID-19 crisis has made us rethink the WFH policy. While we are very grateful to our employees for continuing to be productive during this crisis, ABM was never meant to be a 100% WFH company. We will take careful thought as we craft a new WFH policy that **will meet the business needs of ABM and provide work/life balance to our employees.** We will be open to your comments and suggestions during this time. Please stay tuned for further updates on that policy

Employee Questionnaire to Determine Status for Workplace Entrance

You must answer "NO" to all the questions in this questionnaire in order to enter our physical location. If you answer "YES" to any of the questions, please **DO NOT** enter the company's building. If you experience any symptoms or answer "YES" to any of these questions, you must immediately contact your health care professional for recommended next steps AND notify your supervisor.

1) Have you had any of the following symptoms in the last 24 hours?

Symptom	Yes	NO
Cough		
Shortness of breath or difficulty breathing		
OR at least TWO of the following symptoms in the last 24 hours:		
Fever (usually 100.4 or higher)		
Chills		
Repeated shaking with chills		
Muscle pain		
Headache		
Sore throat		
New loss of taste or smell		

If you answered "Yes" to question one, please **DO NOT** come into work. You should:

- Self-quarantine for at least 10 days from the date on which you first experienced any of the above symptoms; AND
- Wait until you have had no fever for at least 3 days (without the use of fever-mitigating medication) and improved respiratory symptoms.

2) In the last 14 days have you:

	Yes	No
Been in contact with someone who was diagnosed with COVID-19? *		
Been in close contact with someone who had COVID-19 symptoms ? *		
Traveled internationally or taken a cruise		

If you answered "Yes" to any part of question two, please **DO NOT** come into work. You should self- quarantine for at least 14 days.

*PLEASE NOTE: If you are an essential healthcare worker or critical infrastructure worker, you may continue to come to work as long as you are not experiencing any symptoms. You will be required to wear a mask for at least 14 days or longer.

I certify to the best of my knowledge; this information is accurate.

X _____

Employee Signature

Printed Name

Date