



# *MOVING FORWARD*

Plan Group's Post-Pandemic Office Re-entry Plan  
May 2020

Our Goal:

**An office re-entry plan that puts  
the **safety** of our team at it's core.**

# *RE-ENTRY PLAN SUMMARY*

- Offices will operate at <%50 capacity for an undetermined amount of time, based on Public Health recommendations for groups of people.
- Each BU will have a specific re-entry plan. BU Leaders will communicate with their teams to develop a process that maintains site safety and business commitments.
- Tracking our people is a critical component to any plan, and attendance will be taken by each BU and submitted to Health & Safety weekly.
- Plans will be agile enough to be 'rolled back' should a positive Covid-19 case be confirmed.



# *5 KEY FOCUS AREAS*

1. Schedule
2. Sanitization
3. Space
4. Masks
5. Visitors

# 1) SCHEDULE

## The Plan

- BU teams will develop their own schedule that makes sense for their business.
- BUs will track attendance and submit their lists daily to Health & Safety.
- Lunch times should be staggered as much as possible, in order to limit congestion in café/eating areas.

## Why it Works

- Decreases the chance of cross-contamination; one group of people in the office per week, rather than alternate days.
- Tracking is simplified and provides the ability to quickly isolate a person's group should someone test positive for Covid-19.

### A Note on Tracking Attendance

Tracking is critical to the success of any schedule post-pandemic and we recognize it may be cause for concern for some employees. Our approach to attendance is to track it daily (in and out) and not track by specific times.



## 2) SANITIZATION

### The Plan

- Ramp-up the additional office cleaning protocol already in place. Specifically:
  - Hand sanitizer remains available for use throughout the office;
  - Daily cleaning increased;
  - Ensure touchless sensors for lights/soap/water/paper towels are installed and functional;
  - Instate a thorough nightly cleaning.
- Employees will ensure their own workspace cleaning daily in accordance with our Clean Desk policy.

### Why it Works

- Additional visible cleaners maintain a safe environment for everyone, by limiting the transmission of germs, especially when work areas are shared between employees in order to maintain physical distance.
- Employees are empowered to actively participate in the cleaning process.



# 3) SPACE

## The Plan

- Maintaining the recommended 2m/6ft physical distance between employees is achievable when the office is at ~50% capacity.
  - Leverage technology like Microsoft Teams to host meetings;
  - Decrease the permitted capacity of meeting rooms by removing chairs and demarcating appropriate chair distance on the floor;
  - Rearrange café and lunch area seating to encourage physical distance of 6ft.
- Employees working from the office in open desk areas will be sat with adequate space between them.
- Install sneeze guards in meeting rooms and other high traffic areas.

## Why it Works

- Physical distance is the most effective way to control the spread of viruses and germs. Changing the office space physically makes a difference we all can see.



# 4) MASKS

## The Plan

- Masks will continue to be available for employees in the reception area.
- We encourage all staff to wear masks when speaking with each other and moving around the office.
- Re-Entry Kits will be developed for employees and given to them as they return. The kits will include:
  - A copy of Plan Group's Re-Entry Plan;
  - 1 bottle of hand sanitizer, and;
  - 1 reusable mask.

## Why it Works

- Masks can protect folks from transmitting their germs to common areas.
- Re-Entry Kits provide a valuable communications touchpoint for staff, where we outline our WE CARE commitment to safety and our post-pandemic plan in a way that is easily referenced.
- Providing reusable masks for employees furthers our sustainability commitment by limiting the waste our offices produce daily.





# 5) VISITORS

## The Plan

- For the foreseeable future, we will continue to limit visitors and guests to the office.
- We understand in order to continue our business it is impossible to completely prohibit visitors and therefore in special cases guests will be permitted office access when the following criteria are met:
  - An assessment questionnaire has been completed and evaluated by a member of the Health & Safety Team or their designate;
  - The guest is accompanied by their Plan Group host at all times;
  - The guest sanitizes their hands and wears a mask while inside the Plan Group office;
  - The guest practices minimum physical distancing requirements.

## Why it Works

- Limiting office visitors controls potential exposure to all employees.
- When permitted on site, outside guests can still pose a concern for Plan Group employees and therefore should be held to the same safety standard our employees are.



**Our We Care safety philosophy  
means we all have a role to play to  
help Team Plan Group stay healthy  
and safe.**



**Please stay home if you feel unwell,  
and notify your supervisor.**

For additional public health resources, visit  
[www.plan-group.com/covid-19](http://www.plan-group.com/covid-19)



## **Wash your hands often, and for at least 20 seconds.**

**Studies show that washing your hands and drying them on a paper towel reduces the bacterial count between 24% and 77%.\***

\*Source: BBC Science Focus Magazine

**Physical distancing  
reduces germ  
transmission.\***



**Please stay 6ft (2m) apart.**

\*Source: Centres for Disease Control and Prevention



**Wearing a mask is encouraged when moving around the office and when speaking with others.**

**Research suggests we can reduce the transmission of germs to others by wearing masks in public.\***

*\*Source: Masks Against COVID-19: An Evidence Review. Preprints 2020.*



## **Keep a clean and tidy workspace.**

**We will increase the daily cleaning at all of our offices, including those in the field. To do this we need to instate a Clean Desk Policy, where desks are free of non-essential items, shelves are organized, and offices are de-cluttered.**



## **Remember physical distancing, especially in common areas (like coffee stations).**

**Keep 2m/6ft of space between you and others when in lunchrooms, at coffee stations and in meeting rooms. If the area is crowded, please consider alternate spaces to have your lunch.**



# *KEEP IN TOUCH*



For the most up-to-date information on Plan Group's coronavirus response, visit [plan-group.com/covid-19](https://plan-group.com/covid-19)



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