**Outline of Health & Safety Recommendations**

**and Steps for Return to the Offices**

1. Communication with Landlord/Property Managers re: Building Preparations/Processes
   1. What measures are each taking to address increased building occupancy and impact on common areas such as:
      1. Elevators and Building Lobby
      2. Restrooms
      3. Fitness Facility
      4. Tenant Space
   2. Environmental Adjustments
      1. Increased ventilation and humidity (adjust to 40%-60%)
      2. Air filtration/sanitization
   3. Sanitization product usage in nightly cleaning and level of cleaning
   4. Increased frequency of cleaning in tenant space (restrooms, elevator lobby, other)
   5. Other
2. Facility Preparation
   1. Initial site visit by Office Administrator to identify any issues since last occupancy.
      1. Return of any base building services that may have been turned off or adjusted such as lighting and HVAC.
      2. Confirm appliances (fridges, ice makers, coffee makers, dishwashers, etc.) are operational, clean and ready for use.
   2. Schedule a deep cleaning and sanitization of the office space at least two days prior to occupancy.
   3. Inventory office supplies and other consumable office products and place orders for any items needed; this would include cleaning supplies, hand sanitizer and soap, gloves and masks if those are items that the firm will provide.
   4. Inventory coffee and other kitchen consumables and place orders for any items needed.
   5. Consider physical redesign, if feasible, of high-density areas such as conference rooms, reception areas, office services, work rooms, records rooms, café, break rooms, lunchrooms, employee workstations, etc. to limit the number and proximity of employee interactions.
3. Create List of Services to be Reinstated
   1. Consider items from newspapers to plant maintenance to mail delivery/pickup.
   2. Establish a process for confirming all firm equipment removed and used remotely has been returned and is accounted for.
4. Develop Criteria for Occupancy
   1. Determine what an acceptable occupancy ratio/percentage should be; possibly based on square footage or number of employees.
   2. Focus on equal distribution of positions and roles/responsibilities.
   3. Risk factors as disclosed by employees.
   4. Staggered schedules, reduced number of work days, and whether occupancy is voluntary or mandatory.

1. Development of Policies/Guidelines for Office Occupancy addressing:
   1. Physical distancing, utilization of masks and a daily check-in process.
   2. Approval and audit of occupancy/access.
   3. Screening process for employees prior to entering office.
   4. Visitors from other firm offices, vendors, client meetings, and office gatherings.
   5. Use of Wellness Room.
   6. Clean desk policy to aid in cleaning of office space and work surfaces.
   7. Preferred use of collaboration tools like Zoom.
   8. Return from travel for business, vacation, other.
   9. Reporting mechanism for reporting and dealing with viral symptoms noticed by employees at work
2. Set up time to debrief of what we learned from remote work and application of improved practices and efficiencies into daily operations.
3. Preparing the office space (work with marketing and graphics groups to have firm “branded” and uniform signage)
   1. Signage in restrooms re. proper handwashing.
   2. Signage at elevators (re. # of passengers).
   3. Have hand sanitizer bottles available throughout the office for easy access.
   4. Posters at coffee bars re. social distancing.
   5. Consider purchasing “no touch” trash/garbage receptacles.
   6. Check with building regarding increasing ventilation rates.
   7. Check with supplemental HVAC vendor re. increasing ventilation rates, upgraded filters, etc.
   8. Have supplies for individuals to clean desks, phones, etc. if not already done.
   9. Consider making napkins/wet wipes available for opening doors with disposal receptacles.
   10. IT should facilitate process for cleaning keyboards, phones, printers.
   11. As loaner equipment is returned, IT cleans and disinfects thoroughly.
   12. For future “refresh” projects, IT will clean and disinfect equipment before re-issuing.
4. Supplies – Recommend office administrators work with home office to source a firmwide order of supplies, including:
   1. Masks/gloves in advance of returning to the offices.
   2. Packets of wipes for phones, etc. (especially for shared phones: receptionist, café, copy/coffee areas, etc.)
   3. Each office provide # of signs needed for each location (restrooms, coffee/copy areas, elevators, etc.) and work with marketing/graphics. Use firm’s graphics group to develop standard signage with a “branded” image. Something like: Making a Safer Work Environment for Everyone, or Making a Safe Office for Everyone, or You Can Make a Difference in Making a Safe Work Environment for Everyone (something along those lines).
5. Communication to the local employees regarding returning to work.
   1. What can we do now to help everyone be in a mindset of different expectations for working in the office — protecting each other, trusting each other.
   2. Communicate that everyone is expected to follow local protocols and guidelines re. social distancing, mask use in public areas, etc.
   3. Communicate the steps the firm has taken to ensure safety. **Placeholder for draft of what these steps are?**
   4. Common areas of the office should be considered “public areas.”
6. Schedule for returning to work. [Operating assumption?]
   1. Return to work dates for each office based on local authorities.
      1. We can expect that the firm will have different schedules for each office.
      2. We realize that there are different situations within our cities and down to the individual level, and therefore recommend that a flexible approach that emphasizes safety is critical.
   2. Staggered return schedules if possible.
      1. Anticipate that there will be a higher than usual demand for IT support.
      2. Enable people to ease back in to office with flexible schedules the first week or two.
   3. Allow at-risk employees to continue to work from home for several weeks and/or whatever time frame is reasonable for that location.

[What is comfortable for the employee? Legal Administrative Assistant will continue to work with their assigned person(s). Staff provide written request to supervisor/OA to continue to WFH.]

* 1. Allow those who can work remotely (attorneys, analysts) to continue to work from home as this will further protect everyone.
  2. Public transportation.
     1. In cities where public transportation is the norm for employees, we recommend those employees are able to continue to work from home as long as possible and manageable. London, Chicago, Boston, DC, Philly, SF, LA, Seattle,
     2. Additional consideration given regarding employees’ normal scheduled hours based on public transportation guidelines. [If staff are not comfortable consider not commuting during peak times, they request an AWS. Is this possible? ]
     3. Staggered/flexible schedules may continue beyond the first few weeks for those using public transportation. OA works with office to determine.
  3. Other
     1. Working parents with young children who are not able to go to school can be handled on case-by-case basis.
     2. Any employees who are sick or who have family members who have tested positive for COVID-19 should not return to work until after the quarantine under current guidelines.

1. Social Distancing at work.
   1. Meetings — continue to use Zoom for meetings of more than 2 people.
   2. Review office/desk assignments and make adjustments as needed/if possible to ensure at least 6-foot distances between employees.
   3. Limit or continue to deter food sharing/buffet style group gatherings and celebrations.

[Consider alternatives for celebrating. Defer until guidelines for gatherings have been lifted?]

1. Guests/Vendor
   1. **Guests should be limited to only those that are necessary.** We recommend continuing to conduct as much business as possible via telephone calls and Zoom meetings.
   2. Stop handshaking practice
   3. Maintain logs in each office with visitor name and contact information
   4. Guests/vendors will be required to adhere to local guidelines with respect to masks, etc.
   5. Vendor services should be modified to maximize social distancing. For example, office / kitchen supplies may need to be dropped off at elevator lobbies and not delivered to supply rooms.
2. Conferences/meetings
   1. Use video conferencing if possible.
   2. If necessary, hold in open areas.
   3. If lunch/meals are ordered, they should be provided in individual boxes.
   4. After meetings, the areas should be cleaned thoroughly.

[No protocol now, each office varies. Office Services and/or office services/LAA will wipe down conference after meeting (table, chairs, telephone). Each office will determine who will take on this task.]

* 1. Consider conducting depositions via services provided by court reporting companies.

1. Deliveries/mail and incoming documents.
   1. Have an area for deliveries to be dropped off (not at reception desk).
   2. Do not require firm to sign for deliveries.
      1. When possible, give oral approval for them to sign on our behalf.
      2. Exceptions can be handled on a case by case basis. For example, legal docs may require actual signature.
   3. Research CDC guidance regarding any need to treat/sanitize packages and envelopes.
   4. Establish procedures /expectations for those handling mail to wash hands after handling incoming mail and packages.
2. Cleaning services — Vendors and firm personnel
   1. Consider additional housekeeping services needed. We recommend that surfaces are cleaned immediately after use (by internal personnel) and daily by housekeeping. This includes tables (conference and lunchrooms), coffee bars, restrooms, etc.
      1. Collect detailed information on what is done in each location now. Assess need for additional services beyond the routine vacuum, mopping, etc.
      2. Establish individual responsibility to clean up after using an area (such as conference rooms, copy/coffee areas, lunchrooms, etc.). Provide signage to address and communicate this expectation to the employees.
   2. Set up regular cleaning of high touch areas such as door handles, door knobs, etc. throughout the day by internal resources.
   3. Seek input from outsourced Office Services/IT on what their teams can do to help with this.
   4. We recommend that the firm consider providing uniform guidance to all our building managers and cleaning crews with respect to our expectations. See email [at end of document] received from Philadelphia office building management — asking tenants questions re expectations, etc.
   5. Each OA should follow up with building and coordinate with Director of Facilities.
   6. Develop a checklist for each office.
3. Office Services
   1. Consider how many people are in the area
   2. Allow staggered schedules to reduce exposure
   3. May consider separating mail operations from copy services to achieve social distancing. May be able to separate within the same area or identify another space in the office to serve as this function for the short term.
   4. If possible, consider reducing number of mail runs.
4. Reception
   1. If employees share the position, have ability to wipe area/phones.
   2. If possible, eliminate or minimize shared desk/equipment.
   3. Phones can go to Virtual Switchboard Team for breaks and lunches rather than have someone else on the desk.
5. Elevators
   1. We recommend that no more than 3 people are in an elevator at one time.
   2. Signage to remind everyone to be mindful that elevators are high touch point areas: elevator buttons. We also recommend installing temporary signage to address recommended number of passengers in an elevator. This will be based on the size of the elevator; we recommend that this be coordinated with building management.
6. Personal
   1. Wash hands as recommended and often
   2. Find other ways to greet colleagues — avoid hugs and handshakes!
   3. If you are sick, do not come to the office.
7. Travel
   1. Business Travel
      1. Business travel should take place within the guidelines established by the local authorities of the traveler’s home base as well as the destination.
      2. We recommend continuing to limit travel as much as possible.
      3. When travel is required, travelers should report their reason for the travel and the destination to a designated individual, could be the OA, the Division leader or designee, or Office Managing Partner). The idea is to be able to have a knowledge base of travel that is taking place within the organization.
      4. Quarantine may be required, depending on current CDC and local guidelines and requirements as well as on traveler’s destination and mode of travel. The decision will be guided by CDC recommendations and local authorities; the need any quarantine will be determined prior to return to office.
   2. Personal Travel
      1. All firm attorney, professional staff, onsite contracted employees should report personal travel and destination. This will be tracked by OA and HRIS system as applicable. The intent is to be able to maintain visibility to changing potential exposures.
      2. Quarantine may be required depending on traveler’s destination and mode of travel. Again, the decision will be guided by CDC recommendations as well as the need for any quarantine prior to return to office.

E-mail re. Philadelphia office from Property management:

As we continue to closely monitor the current global health crisis, we are preparing for the eventual return to work, with your safety and security as our top priority. We understand the transition back to the office might present new challenges for you and your employees, and want to ensure you feel supported by your partners with Property Management.

While the vast majority of tenants have transitioned to a remote work environment, our essential teams have remained on-site in our buildings preforming daily maintenance and increased cleanings, and diligently preparing for tenants to return. We have been hard at work identifying and implementing new health and safety standards and protocol, and are seeking strategic ways to further strengthen our competitive differentiation now and in the future. This includes assessing various aspects of our delivery platform to ensure we’re providing the highest possible level of service.

We know you’ve partnered with us because you are confident in our 25-year track record of quality, excellence and strength. Rest assured that right now, we are not only quickly adapting to the “new normal,” but also, are working to deepen our relationships, and assist our partners in navigating immediate and long-term challenges.

We credit much of our successful partnership to the two-way communication and trust we’ve built over the years. We know you may have been in recent contact with another member of the team, either in leasing or property management, however, it is our priority to make sure we fully understand your needs in this moment. As such, we would like to hear from you about your top concerns or priorities surrounding return to the workplace.

• What are the top challenges you are facing?

• What concerns do your employees have?

• What are your priorities upon return to the office?

• How can Brandywine be a better workplace partner?

We look forward to your response to these questions and more. In the coming weeks, you will receive detailed updates from us on what you can expect upon return to work. Through on-going partnership and open communication, we will ensure a seamless transition back to the office for you and your employees.