Reentering our showrooms

What you need to know, before you go!
Showroom changes in all locations

01. New seating arrangements
02. Signage for visual reminders; social distancing, hand washing etc.
03. Red dots indicating seating that is not available for use
04. Sanitation stations + additional hand sanitizer locations
05. Paths of travel arrows
06. Designated entrance/exit routes
Seating plan

- ALL GROUP: Any Week
- GROUP 1: Week 1, Week 3, Week 5, etc.
- GROUP 2: Week 2, Week 4, Week 6, etc.
- Red: Do Not Sit
- Total of up to (30) employees in the office at a time
- Screens added to divide space between employees
Seating plan

- **ALL GROUP**: Any Week
- **GROUP 1**: Week 1, Week 3, Week 5, etc.
- **GROUP 2**: Week 2, Week 4, Week 6, etc.

- **Do Not Sit**
  - Total of up to (30) employees in the office at a time
  - Screens added to divide space between employees
Showroom changes in all locations

- Touchless soap dispensers, trash cans
- Limitations to common areas, kitchens, cutlery, snacks
- Desk “placemats”
- Preapproval by GM for visitors/reps/clients
- Additional/increased janitorial services
- Removal of personal belongings
Sneak peak: san Jose
Safety protocols

01 Complete Health Assessment at the beginning of each workday, if coming into the office

02 Follow all building protocols

03 Keep face coverings on in all common areas

04 Upon entering showroom, immediately wash your hands; wash your hands frequently throughout the day

05 Follow path of travel arrows to mitigate face-to-face aisleway encounters

06 Sit in your designated seat
Safety protocols

07. Practice social distancing.

08. Limit the use of shared equipment; use “stylus” for pushing buttons.

09. Wipe down your worksurface, work tools and cell phone frequently.

10. Avoid sharing personal items.

11. Always cough or sneeze into your elbow.

12. Don’t touch your face!
Health assessment

Access via Okta from your laptop or mobile device
We’re all in this together! The workplace will still be a catalyst for organizational success and a key to economic recovery!

—Stan Vuckovich, CEO
Resources for Workplace Re-Entry
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Consider whether to plan for short- or long-term, or both.

1. Develop people-focused policies and procedures around:
   - Flexible work schedules
   - Spaces and tools that discourage shared usage
   - Upgrade technology
   - Implement robust change management strategies and support

2. Determine space plan & reconfiguration
   - More-spacious or staggered layouts to maintain 6-foot distance
   - Create enclosures or delineate space
   - Specify furniture solutions
   - Reduce the number of people in meeting spaces

3. Ensure employee safety and well-being
   - Maintain a healthy physical environment
   - Add sensors and no-touch technology for hands-free enablement
   - Support employee health and wellness
   - Promote hygienic measures

“Take a holistic, empathetic approach to a physically and mentally healthy environment that ensures employee confidence as they return to the workplace.”
-Knoll Research
Successful re-entry to the workplace will be complex and involve multiple stakeholders and scenarios.

CHANGE MANAGEMENT PLAYBOOK

1. Initial engagement for dialogue, listening and understanding

2. Create a roadmap considerate of time, solutions, logistics and budgets

3. Build a flexible re-entry playbook with contingencies for change.
We apply practices from our Re-entry Playbook for social distanced space planning and agile reconfiguration.

**DESIGN PLAYBOOK**

- Socially Distant and Dedensification Planning Templates
- Space-dividing and -defining product solutions
- Products for agile reconfiguration
- Field inventory services
Reconfiguration of existing space will be key, and the degree to which you can involve field expertise.

FIELD PLAYBOOK

• “Safe Crew” vetting and protocol
• Field inventory, asset management and storage services
• In-field reconfigurations and product modification
• Contactless, after-hours and pre-building for active sites
A remote workforce is a “thing of today,” we can provide your employees access to furniture and resources to upgrade their home work environments.

REMOTE PLAYBOOK

- User-friendly online shop
- Design-focused, ergonomic and easy-to-assemble products that ship direct
- Client-specific discount codes
- Procurement and inventory support for corporate purchasing programs
product
Enclosures & Delineation

Create legible neighborhoods throughout the workplace

Rockwell Puffy Screen
by Knoll

Antenna Floorstanding L Cabinet
by Knoll

Rockwell Small Group Enclosures
by Knoll

Interpole
by Knoll
Floor-Standing Screens

Dividends Horizon Freestanding by Knoll
Lead time: 4 weeks
Starting at $950

Floor Freestanding ProtectiveScreen by Muraflex
Lead Time: 5-7 business days
Starting at $515

Counter Height Freestanding ProtectiveScreen by Muraflex
Lead Time: 4-6 weeks
Starting at $520

Conversation Boards by Knoll
Lead Time: 4-6 weeks
Starting at $1,290
Floor-Standing Screens

Freestanding Sneeze Guard
by Safco
Starting at $250

SPLIT
by LOFTWALL
Starting at $995

Thermobile
by Clarus
Lead time: In stock, ships in 3 business days
Starting at $1,069

Dividers add functionality to large spaces. They can be easily moved to break-out areas.
Workstation Screens & Dividers

Laminate Gallery Panel
- Ideal for end-conditions and fixed-height desks
- Can be used Intermediate Panel as well

Intermediate Panel
- Glass, laminate or markerboard add-up
- Laminate tiles

Up-Mounted Storage
- Compatible with panel systems and certain library tables
- Alternate - elevated glass

Desk-Mounted Screens
- Well-suited for adjustable height desks
- Affix to 1-, 2- or 3-sides of a desk

KBM-Hogue: Workplace Re-Entry Playbook
Screens & Dividers

Easy-to-install, desk-mounted dividers in varying heights and finishes.

k. screen
by Knoll
Lead time: 8 weeks
Starting at $475

Up-Mounted Bookcase
by Knoll
Lead time: 5 weeks
Starting at $499

Glass Desk Screen
by Knoll
Lead time: 6 weeks
Starting at $407

Tall Glass Screen on Spine
by Knoll
Lead time: 4 weeks
Starting at $564
**Screens & Dividers**

- **Easy Screens U-Surround Cardboard**
  - by Knoll
  - Lead time: 3 weeks
  - Pricing starts at $320 for set of 8

- **Easy Screens U-Surround Plastic**
  - by Knoll
  - Lead time: 5 weeks
  - Pricing starts at $735 for set of 8

- **Easy Screens Side Screen**
  - by Knoll
  - Lead time: 3 - 5 weeks
  - Pricing starts at $165 for set of 10 Cardboard
  - Pricing starts at $310 for set of 10 Plastic

- **Framed Fabric Screen on Spine**
  - by Knoll
  - Lead time: 6 weeks
  - Starting at $168

- **Antenna Screen on Desk**
  - by Knoll
  - Lead time: 6 weeks
  - Starting at $168

- **Dividends Horizon Gallery**
  - by Knoll
  - Lead time: 4 weeks
  - Starting at $501
Desk screens create separation between employees without sacrificing space.

**Screens & Dividers**

- **Desktop Screen**
  by Studio Other
  Lead time: 4 weeks
  Starting at $682

- **Tabletop Acrylic Screen**
  by Muraflex
  Lead time: 5-7 business days
  Starting at $158

- **Micro Guard**
  by MASH studios
  Lead time: 4 - 6 weeks
  Starting at $175

- **Desk Hood**
  by Studio Other
  Lead time: 4 weeks
  Starting at $281
Screen & Dividers

Harbor Screens
by Enwork
Lead time: 24 hours
Starting at $23

Slide on Screen
by HAT Contract
Lead time: In stock July 1, 2020
Starting at $157

Desk Screen
by 3Form
Lead time: 4-6 weeks
Starting at $729
Fitup

Free-standing stations to clean hands enable hygiene convenience.

**Timo Square Trash & Recycling**
by PeterPepper
Lead time: 10 business days
Starting at $1,527

**healthFIRST ICFICF-3v**
by PeterPepper
Lead time: 10 business days
Starting at $802

**healthFIRST ICFICF-4**
by PeterPepper
Lead time: 10 business days
Starting at $538

**healthFIRST ICFICF-2M or 2T**
by PeterPepper
Lead time: 10 business days
Starting at $802
Fitup

Sanitation Station, Wood Plus Steel
by StatusWood
Overall Dimensions: 16” W x 16”D x 48” H

Sanitation Station, Multiple Wood Planks Plus Steel
by StatusWood
Lead time: 2 weeks
Starting at $480, plus add-ons

Sanitation Station, Steel with Wood Shelves
by StatusWood
Fully loaded
**Fitup**

**Trash Recptacles**  
by PeterPepper  
Lead time: 10 business days  
Starting at $182

**healthFIRST TRIO-S REMix**  
by PeterPepper  
Lead time: 10 business days  
Starting at $793

**Timo Square Trash & Recycling**  
by PeterPepper  
Lead time: 10 business days  
Starting at $1,528

Touchless waste receptacles keep surfaces and hands clean.
Wayfinding

**Floor graphics**
by SPMD
Available in standard colors, or with 2 custom colors
Dimensions: 10” x 10”
Starting at $180 for 1 pack of 10, decreases by quantity tier

**Step on It Indoor/Outdoor Floor Decals**
by 2/90 Sign Systems
Lead time: approximately 1 week
Starting at $11

**Messages Window Signs**
by 2/90 Sign Systems
Lead time: approximately 1 week
Freestanding Arc 2-Sided (pictured)
Starting at $236

**Messages Wall-Mounted Window Signs**
by 2/90 Sign Systems
Lead time: approximately 1 week
Starting at $46
Methodology
1. Individual

6’ Radius Circles
Allows us to quickly identify each user’s personal space and where users might intersect.

2. Relative to Others

Dimensions Between Users
A more granular look at distancing between users.

3. In Motion

Paths of Travel
Considerations include entering and exiting, bathroom access, and kitchen access where applicable. One-way directional arrows have been included wherever possible. Areas that require two-way traffic have been marked with two-way arrows and noted as “unprotected area.”

4. Headcount

By the Numbers
An analysis of the existing layout’s headcount compared to the social distance layout.
1 Individual

6’ Radius Circles
Allows us to quickly identify each user’s personal space and where users might intersect.

2 Relative to Others

Dimensions Between Users
A more granular look at distancing between users.

It’s important to note that even when individual 6’ radius circles overlap, the actual distance between users is more than 6’. In the example above, the users are about 10’ apart.
Headcount

EXISTING LAYOUT VS. SOCIAL DISTANCE LAYOUT

Existing Layout
128

S.D. Layout
97

24% Removed
Space Planning Exercises: HEATMAP

Existing Plan

Social Distance Planning

- Capacity Planning 6’ Radius Criteria
- Non-Essential Areas
  - Conference Rooms
  - Soft Seating Areas
  - Collaboration Areas
  - Dining Areas
- Danger Zones
  - Restrooms
  - Entry/Exits
  - Elevators
  - Kitchen Amenities
  - Exit Stairwells
- Headcount
  - Existing Plan: 128 # Desks
  - Social Distance Plan: 97 # Desks
Space Planning Exercises: SINGLE AREA COMPARISON

OPTION – 97 USERS

ANALYSIS:

1. Individual
   6 foot radius space implemented, with no overlap

2. Relative to Others
   6 foot minimum distance from one user to another
Space Planning Exercises: PATHS OF TRAVEL

ANALYSIS:

Indicated possible one-way traffic flow to minimize physical contact

Indicated unprotected and high traffic areas
Space Planning Exercises: SANITATION STATIONS

- Entry/Exit points
- Restrooms
- Break Area
- Main Pathways to Stations
Stay healthy, stay creative.

At KBM-Hogue, we understand the importance of being a resource for you in the design, planning and fulfillment of your workplace goals. Please contact your KBM-Hogue representative for specific resources, or visit us at www.kbm-hogue.com.
The purpose of this document is to outline the following:

- Workforce re-entry strategy/considerations
- Workplace and common area adjustments for social distancing
- Re-entry program management
- Training workforce and/or staff on re-entry expectations
- Facility and building re-operating protocols
- Building confidence with individuals on health and safety

Our workforce re-entry plan is developed to reduce workplace risks for employees and individuals who work in and/or access our showrooms. We’ve relied on guidance from the Centers for Disease Control and Prevention (the “CDC”), the Occupational Safety and Health Administration (“OSHA”), state and local authorities, and orders and rules regarding best practices for workplace safety. We take re-entry into the workforce very seriously and will do our part to provide our employees, clients, vendors and subcontractors a safe environment in which to do great work.

The transition back into our showrooms means addressing health and well-being from a physical, mental, social and emotional perspective. We’re confident that with thoughtful planning and diligent execution of this plan, our employees will feel comfortable re-entering our various locations. But, if at any time, an employee does not feel comfortable, they are encouraged to speak to their manager.

This is a very fluid situation and the first time in history, that 350 million people will be re-entering the workforce at the same time.

WORKFORCE RE-ENTRY

*Workforce Re-Entry Task Force.* A multi-disciplinary task force will be assembled that will include members from Human Resources, Operations, Showroom Managers and General Managers.

The task force will be highly functional and nimble so that it can meet often and pivot as necessary to adjust to the ever-changing landscape associated with COVID-19. The task force will coordinate with property management and leadership to determine any restrictions on modifying the physical workspace. Ultimately, the task force will be responsible for considering re-entry issues, developing workplace specific approaches to re-entry action items and be responsible for training employees on re-entry protocols.
Protective Coverings, Personal Hygiene and Cleaning. KBM-Hogue will strictly comply with all applicable safety requirements as outlined by the CDC and will include all building property management guidelines for each office space and/or job site requirement.

Personal Protective Equipment (PPE). Each employee will be required to have and use their own face covering. We will have disposable face masks, gloves and disposable coveralls (for PM’s only) in each office. Face coverings will be required, especially in common or shared spaces when social distancing cannot be adhered to until further notice.

- **Hygiene.** Encouragement of frequent hand washing, coughing and sneezing etiquette, and training on proper tissue disposal, use of hand sanitizers, and use of disinfectant wipes in personal and common workspaces.

- **Cleaning Procedures.** Review of existing janitorial/cleaning procedures. Add enhanced procedures and increase the number of cleanings per day, particularly for common areas.

Physical Changes to Showrooms/Workspace. Conduct a risk assessment of existing showrooms/workspaces considering OSHA’s guidance that will reduce possible exposure to COVID-19.

- **Creating Barriers.** Installing screens or dividers where employees sit in close proximity to one another. Instate the use of desk “placemats” for free address employees. “Placemats” consist of desk sized paper to be thrown out at days end.

- **Reconfiguring Space.** Based on 6’ radius studies, configure workstations to create more distance between onsite workers where possible. Consider staggering users. Dedicate “neighborhoods” for specific teams’ usage.

- **Limiting Equipment Use.** To the extent practicable, prohibit the sharing of equipment.

- **Common Area Kitchen/Lounge/Conference Room Use.** Remove seating or place visual markers to deter seating, to limit number of people in areas. Eliminate communal snacks/food until further notice. No catered lunches or company provide lunch for meetings until further notice. Limit the use of refrigerator for individual needs. Install touchless soap dispensers.

- **Bathroom Etiquette.** Place trash cans near entrance/exit doors. Use paper towels to engage levers, toss paper towels in trash cans. Install touchless soap dispensers.

- **In-Suite Elevator Use (SF only).** Encourage minimal people per passenger car. Consider one per corner, facing away from one another. If possible, ride the elevator alone. Use a gloved hand, “stylus” or elbow to engage buttons.
RETURNING TO THE WORKPLACE

- **Receiving Mail/Packages.** All mail and packages will be received/deposited in a centralized, isolated location in each showroom and not distributed throughout the space. Employees will be notified of and instructed to, collect their mail/package before leaving for the day. For mail/packages that need to remain in office, they will be handled in bulk, at one time, using PPE in a dedicated location. Outer materials will be disposed of prior to distribution throughout the office.

- **Signage.** Visual reminders in the form of signage, will be placed throughout all office locations. Signage to include reminders about social distancing, hand washing etc.

**Social Distancing.** Development of a concrete plan to maintain recommended social distancing of 6’.

- **Limiting Gatherings.** Consider continued use of Zoom videoconferencing, conduct virtual showroom tours, virtual “Round Table” and “All Hands” or other large meetings, and limit seating in kitchen areas, lounges, meeting rooms and client experience galleries.

- **Adjusting Schedules.** Consider “staggered shifts” — i.e., having employees report to work at different times or on alternating days to limit the number of employees arriving, leaving or working on premises at the same time. Consider alternating Team schedules. Breaks and mealtime schedules may be established to reduce the number of employees in common areas at any one time.

- **Continued Work Remote Program.** Some employees may not feel comfortable entering the workplace once the Shelter-In-Place is lifted. Consider allowing those employees to continue to work remotely until they feel comfortable or their job requires them to be in the office. Consider any departments that may thrive, while continuing to work from home.

- **Visitors.** As we transition our employees back into our showrooms, visitors including but not limited to, manufacturer reps, will not be allowed to enter facilities without prior approval and protocol training by the GM of that location. If it is not essential that they visit, we will ask that they postpone their visit until further notice. Client tours will be conducted as needed, using all protocols set forth in this document.

- **Commuting and Travel.** Employees who commute to work by public transportation and employees who are required to travel, may face heightened exposure risks.
RETURNING TO THE WORKPLACE


- **Establish, Communicate and Adhere to Clear and Uniform Standards.** We will clearly communicate to employees in writing the temperature check procedure and screening threshold—as well as the consequences of failing a temperature check—in advance of implementing the policy. We will set and apply uniformly an objective cutoff for what constitutes an elevated temperature, guided by medically recognized definitions of “fever” from the CDC (100.4°F or 38 °C) or other public health authorities. On-site temperature checks will be conducted by properly trained personnel (or a qualified, hired third-party) outfitted with appropriate personal protective equipment and utilizing a consistent mechanism to ensure consistent results. We should similarly be prepared to perform such checks and screening of vendors and other visitors to our workplaces.

- **Self-Reporting Procedures.** We have set up systems for employees to self-report their body temperature before reporting to work, along with any other symptoms indicative of COVID-19 infection via a company form accessed through Okta and sent directly to HR.

- **Determine Responses to Employee Refusals to Be Tested.** If an employee refuses to undergo a temperature check or other COVID-related test, we may bar the employee from the workplace. However, we should ask about the reasons for the refusal if there is a health-related or religious reason for the refusal or if more information or reassurances concerning confidentiality would be helpful.

- **Maintain Confidentiality of Test Records.** HR will maintain a log of temperature checks or test results, but any COVID-19-related medical documentation must be kept separate from regular personnel files per ADA rules that require that employers must keep protected medical information confidential.

- **Track Developments in COVID-19-Related Guidance.** We should be aware that COVID-19 guidance changes rapidly, and at a certain point the risk of infection with COVID-19 may no longer be deemed a “direct threat” justifying widespread body temperature monitoring or other testing.

FIELD SERVICE WORK

**Expectations of Our Subcontractors Performing Field Work.** Our expectations of all subcontracted partners, including but not limited to, our installation partners must follow a Code of Safe Practices as outlined below. Note: All KBM-Hogue employees that will be required to be on-site, must go through the KBM-Hogue Field Safety training prior to heading back into the field.
• If you feel sick, and/or have been exposed to anyone who is sick, stay at home. You may be required to provide test result showing a negative result (not infected) before being allowed to return to work. This is critical to preventing the spread of this virus.

• Wash hands frequently for at least 20 seconds with soap and water. Avoid touching your face with un-sanitized hands. Avoid touching common surfaces with bare hands.

• Constantly observe your work distances in relation to other staff. Maintain the recommended 6 feet at all times. Do not shake hands or make other direct contact with other staff. Do not carpool with other staff unless they are family members living within your household.

• Do not share phones. Use of microwaves, water coolers and other similar group equipment for breaks are suspended until further notice.

• Clean personal tools prior to use, as well as group tools.

• If your task requires working near another person, review the required JHA to ensure you are equipped with the proper PPE and are trained in and understand the directions for use. Do not start any task until you have been properly equipped and trained on procedures.

• Ensure you clean and maintain your personal PPE and do not loan any item out to other staff.

• Disposable PPE, paper towels, and similar waste must be deposited in non-touch waste bins.

• Do not cough or sneeze into your hand; rather, direct coughs and sneezes into the crook of your arm at your elbow; follow established CDC guidelines.

• Workers should change work clothes and shoes prior to arriving at home. Do not shake out clothing. Launder work clothes separate from other laundry.
EXPOSURE/POTENTIAL EXPOSURE PROTOCOLS

*Expectations of employees when exposed or have had a potential of exposure.* The following information defines exposures and describes steps to be taken in the event that one of our employees has been exposed to Covid-19.

**Individual presents signs of an illness.**
- Health Assessment conducted (using Covid-19 Illness/Health Assessment)
  - Manager contacts HR and HR conducts assessment
- If affirmative, employee sent home asked to contact doctor
- HR follows up on employee’s status as appropriate
- Employee may need to provide a doctor’s release prior to returning to work

**Potential Exposure Defined as:**
- Individual is ill, not confirmed as Covid-19
- Individual in contact with someone ill, not confirmed as Covid-19
- Assess level of close contact per CDC definition if:
  - High/Medium: impacted employee notified, sent home for 14 days
  - Low/No Risk: impacted employee notified, sent home, asked to self-monitor and to await confirmation of testing/doctor recommendation
- Notification to Client, Subcontractors, Vendors as appropriate with guidance from HR/GM/Manager; No notification for general illness

**Laboratory-Confirmed Exposure Defined as:**
- Individual is ill, laboratory-confirmed as Covid-19
- Individual in contact with someone ill, laboratory-confirmed as Covid-19
- Assess level of close contact per CDC definition if:
  - High/Medium: impacted employee notified, sent home for 14 days
RETURNING TO THE WORKPLACE

- Low/No Risk: impacted employee notified, sent home, asked to self-monitor and to await confirmation of testing/doctor recommendation

- Determine actions for office/jobsite – i.e. temporary, partial, full closure
  - Final decision by Leadership & HR

- Notification to Client, Subcontractors, Vendors as appropriate with guidance from Leadership & HR. Information to be included:
  - Date ill employee was in office or on jobsite
  - Locations/areas used by employee
  - Confirmation of notification of others per CDC close contact definition
  - Confirmation that affected areas have been cleaned per CDC recommendations
  - Notification to employee of other outlining actions taken/requirement to return
RETURNING TO THE WORKPLACE

COVID-19 CONFIRMED EXPOSURE RISK ASSESSMENT GUIDE
(LABORATORY CONFIRMED)

<table>
<thead>
<tr>
<th>RISK LEVEL</th>
<th>TRAVEL/INTERACTION EXPOSURES*</th>
<th>EXPOSURES IDENTIFIED THROUGH CONTACT INVESTIGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>International travel</td>
<td>All international travel (beginning 3/6/2020)</td>
</tr>
<tr>
<td></td>
<td>Direct close contact**</td>
<td>Living in the same household as, being an intimate partner of, or providing care in a non-healthcare setting (such as at home) for a person with symptomatic laboratory-confirmed COVID-19 infection without using recommended CDC precautions for home care and home isolation</td>
</tr>
<tr>
<td>Medium (assumes no exposures in the high-risk category)</td>
<td>North American air travel</td>
<td>On an aircraft: being seated within 6 feet (two meters) of a traveler with symptomatic laboratory-confirmed COVID-19 infection; this distance correlates approximately with 2 seats in each direction</td>
</tr>
<tr>
<td></td>
<td>Close contact**</td>
<td>Close contact with a person with symptomatic laboratory-confirmed COVID-19</td>
</tr>
<tr>
<td></td>
<td>Direct close contact**</td>
<td>Living in the same household as, an intimate partner of, or caring for a person in a non-healthcare setting (such as at home) for a person with symptomatic laboratory-confirmed COVID-19 infection while consistently using recommended CDC precautions for home care and home isolation</td>
</tr>
<tr>
<td>Low (assumes no exposures in the high-risk category)</td>
<td>Not applicable</td>
<td>Being in the same indoor environment (e.g. a classroom, a hospital waiting room, building lobby, or general office location) as a person with symptomatic laboratory-confirmed COVID-19 for a prolonged period of time but not meeting the definition of close contact</td>
</tr>
<tr>
<td>No Identifiable Risk</td>
<td>Not applicable</td>
<td>Interactions with a person with symptomatic laboratory-confirmed COVID-19 infection that do not meet any of the high-, medium-, or low-risk conditions above, such as walking by the person or being briefly in the same room</td>
</tr>
</tbody>
</table>

*Note: In general, geographic exposure categories do not apply to travelers who only transit through an airport.

**Note: Close Contact is defined as:

1. Being within approximately 6 feet of a Covid-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area room with a Covid-19 case.

2. Having direct contact with infectious secretions of a Covid-19 case (i.e. being coughed on)
RETURNING TO THE WORKPLACE

COVID-19 ILLNESS/HEALTH ASSESSMENT

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE:

1. Are you experiencing any symptoms such as fever, cough, or shortness of breath?
   Yes ☐ No ☐ Comment: ________________________________

2. Have you been in close contact with anyone who has been diagnosed with COVID-19?
   **CLOSE CONTACT is defined as:**
   a. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
   b. Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)
   Yes ☐ No ☐ Comment: ________________________________

3. Have you been in close contact* with anyone who may have COVID-19 but is yet to be confirmed?
   Yes ☐ No ☐ Comment: ________________________________

4. Are you currently in close contact with anyone, such as a family member, who is experiencing symptoms or has been confirmed as positive for COVID-19?
   Yes ☐ No ☐ Comment: ________________________________

5. Have you traveled internationally in the last 14 days?
   Yes ☐ No ☐ Comment: ________________________________

By signing below, I certify all information is true and correct to the best of my knowledge.

Employee Name (print) ________________________________  Employee Signature ________________________________  Date ________________________________
BUILDING PROTOCOLS

Sacramento Office Building Protocols: Heller Pacific Communications as of April 28th, 2020

As conversations continue on a state and local government level about the possibility of lifting the COVID-19 Stay at Home Order, we wanted to provide a preliminary update on plans we are developing in anticipation of a possible lift of this Order in the near future.

This situation is an evolving one, as it has been for the past couple months, and we fully anticipate the continued need to be flexible in our approach and continually adjust plans in response to evolving government requirements as well as the realities of the situation around us. Since state and local officials have not yet rolled out a specific timeline or required measures for business operations when the Order is lifted, we, in turn, cannot roll out ours however we wanted to shed some light on our priorities and considerations as we all move toward “reopening.” Here are a few of those points:

- Reports are stating that, while businesses will be allowed to reopen, the initial phase will not be “business as usual” as we came to know pre-pandemic. Will need to consider the following:
  
  o **Phase 1** of reopening may still require most individuals to stay at home, only essential business personnel coming into the workplace while anyone who can work from home shall continue to do so. These situations will vary by business and at tenants’ discretion.
  
  o For those going in public and to our buildings, how will buildings need to change to adapt to social distancing and sanitization concerns? To consider:
    
    - PPE in building common areas as well as workplace (e.g. mandatory mask use protocol)
    - Changes to building access. Possible FOB key access only, possible entry/exit route requirements (e.g. enter through east/west stair, exit through central stair) to facilitate social distancing, elevator use to minimum and minimize number of people in cars, social distancing requirements in common areas.
    - Modification of amenities, selective re-opening possibly.
  
  o Training of staff as well as possibly training tenants to ensure consistent message throughout buildings, encourage safe environment and alignment across businesses.
  
  o Sanitization protocols – sanitization of all common areas (stairs, elevators, entries, etc.) increased pre-Order, can expect them to increase further now. Reviewing increased scope and frequency of janitorial services.
RETURNING TO THE WORKPLACE

- Similar considerations to egress – one-way entry/exit routes, etc. to maintain social distancing

**UPDATE Sacramento Office Building Protocols: Heller Pacific Communications** as of May 20th, 2020

We are working on the signage plan for the building, including the restrooms

Air filters are changed in the building quarterly. We have looked into increasing the rating on the filters, however, doing this will damage the system and significantly reduce the overall air flow.

Entry points will remain the lobby. The west and east stairs will be the exit route for those who do not require the elevator. The elevator can accommodate 2 people, diagonally; however, if anyone is uncomfortable, they are certainly welcome to take the next elevator or the center stairs.

Janitorial services will remain relatively the same. We are stepping up the common area cleanings.

**San Jose Office Building Protocols: Harvest Properties Communications** as of May 19th, 2020

- Normal access points, no restrictions on one way in/out; encouraged use of touchless handicap buttons
- Required face coverings in all common use areas
- Social distancing floor markers in lobby areas
- Floor markers in elevators; potentially segregated for certain floors; 4 ppl max; staircase will be open
- Fitness center closed until further notice
- Hand sanitation station in lobby and off elevators
- 3 people pre restroom, per floor; touchless soap dispensers, trash cans
- Food delivery: Grub Hub, Door Dash, Jimmy Johns, Chipotle etc.; specific table in lobby to retrieve
- Try to reduce number of personal packages sent to the building
- Air Filtration: state of the art, 2 layers, MERV 8/MERV 14, changed quarterly
RETURNING TO THE WORKPLACE

- Increased janitorial during business hours, routine disinfection, additional day porters
- Patios will be open for use, utilizing social distancing protocols

San Francisco Office Building Protocols: Newmark Knight Frank Communications as of May 19th, 2020

SOCIAL DISTANCING MEASURES

- Maintain 6 feet of distance between individuals in the building.
- We expect all individuals to wear face coverings while in building common areas.
- We expect no more than 2 individuals per elevator cab. Accordingly, everyone is going to need to be patient when entering and exiting the building and you should consider staggering start and end times in 10 or 15-minute increments to help minimize density in the building.
- We will attempt to schedule all contractors work to be completed during non-business hours.
- We request that all food delivery providers meet customers outside the building to reduce the number of visitors in the building. We ask that tenants coordinate food drop-offs/pick-ups outside.

ENGINEERING CONTROLS

- We increased outdoor air ventilation for the building HVAC system.
- We improved central air and other HVAC filtration to MERV-13.
- We ensured that the elevator exhaust fans for the elevator cabs are operating at their highest capacity and provide adequate air flow.
- We are increasing the capacity of the restroom exhaust fans to increase ventilation. This work is scheduled to commence in the coming weeks.

ADMINISTRATIVE CONTROLS

Cleaning & Janitorial (CDC)

- Cleaning staff clean and disinfect all areas (e.g., offices, bathrooms, and common areas), focusing especially on frequently touched surfaces
- Ownership has increased the frequency of cleaning and disinfection to a minimum of twice daily. Janitorial personnel are using EPA-registered disinfectants- see attached-(if appropriate for the surface), or alcohol solutions with at least 70 percent alcohol. Porous surfaces are disinfected with products with EPA-approved emerging viral pathogens claims.
RETURNING TO THE WORKPLACE

- Courtesy hand sanitizer dispensers are being placed in the main building lobby. Please encourage your employees and guests to sanitize their hands frequently.

- Additional trash receptacles have been placed inside the restroom doors.

PERSONAL PROTECTIVE EQUIPMENT

- Property management, janitorial, security, and engineering staff as well as contractors, vendors, and any delivery drivers will be required to use face coverings while in common areas and tenant spaces and have been instructed how to appropriately use them. Extra masks are on hand for those who show up without them.
QUESTIONNAIRE RELATING TO THE ECONOMIC RECOVERY PHASES OF COVID-19 AND PLANS, GUIDELINES, AND NEEDS RELATIVE TO THE SAFE OPENING OF BUSINESSES AND OTHER INSTITUTIONS

Company/Organization Name: KBM-Hogue
Industry/Sector: Contract Office furniture
Date: 5/30/20

1. Are you open or partially open? Yes, for permitted construction we are installing furniture. We are not working out of our headquarters or installing furniture in client space not under construction.

   a. Are you an essential business? No. We have worked on a few small essential projects with proper documentation.

   b. Are you open under an exception such as: NO
      i. Outdoor Business?
      ii. Pickup/Delivery?
      iii. Curbside Retail?
      iv. Food Distribution?

   c. Have employees and customers cooperated with the health safety protocols? Yes. We have kept everyone out of our showrooms and have been exclusively in work from home mode. We are not doing work in existing client facilities due to the county health ordinance.

   d. To your knowledge, have employees or customers become infected with COVID-19? NO

2. How many of your activities can be moved outdoors? NONE

3. For indoor activities:
   a. How can social distancing be maintained at points of ingress and egress, where people normally cluster? We have developed a comprehensive social distancing plan for our selves and some of our clients. We have designated an point of entry and an exit into our suite. We have path of
travel for our employees within our suite as well to minimize close contact.

b. How can employees and visitors be protected from transmission of the virus (e.g., no-touch temperature checks, hand sanitizer, masks, and face shields)? We will require PPE and have PPE available. Masks are required in common areas and can only be removed at your workstation or desk. We have implemented a 2-shift plan to allow for CDC recommended distancing guidelines. We have a questionnaire that will ask the CDC recommended questions and require a temperature check that is required to enter the suite. It is accessed through a web page or on a phone app. We can check temperature and fill out the forms in the suite as well. We will be installing additional panels and screens throughout our space and have 4 hand sanitizer stations with wipes located around our space.

c. How will Personal Protective Equipment (such as face covering and gloves) and hand sanitizer be provided before entry? We will ask employees to bring their own mask and gloves. We will have disposable PPE available if someone does not have the required equipment. We have a hand sanitizer station planned for the front entry and throughout the space.

d. Can the times of activities be staggered to reduce the amount of people gathered at any one time? Yes. We have also decided to close the kitchen for the time being. Packaged snacks may be available, and we are not allowing food to be shared.

e. Can customers make appointments to gain entry while inside capacity is restricted? Yes, with an appointment. They will fill out a questionnaire and do a temp check.

f. How can social distancing be maintained inside your premises? We have a 2 shift plan that will allow a minimum of 6' between work areas. We have path of travel planned and marked. We have installed red circles in locations in collaborative areas that should not be occupied. We have signage and training to support the social distancing efforts.

4. What is your plan to acquire and distribute Personal Protective Equipment (like masks and gloves) and testing to your employees? We have ordered and received
plenty of stock of disposable masks, gloves, and coveralls. We are asking employees to bring their own masks and gloves.

5. How can you adapt to accommodate different size gatherings that may be allowed by the Public Health officer? (Smaller gatherings are likely to be allowed before very large ones.) **We have an open design that will allow spacing between individuals.** We also have an outdoor patio that could accommodate larger meetings or events. **We have ordered umbrellas to better leverage our outdoor space at all hours of the day.**

6. To meet the need for possible contact tracing, how would you maintain lists of employees and visitors with their contact information for contact tracing? (It is understood that lists of attendees would only be provided in the event of an infection that needed to be traced, and then only to public health personnel trained in medical confidentiality.) **Daily check in with temp check is logged before entry and saved in our HR folder.** Additionally, we have a security badge that tracks entry with time and date for each employee. With our system we should have good records of who comes into our space and when.

7. In order to assist safe and productive re-opening, what are your needs relative to:
   - **Office furniture dealers need access to office space throughout the Bay Area.**
   - Many feel office furniture dealers should have been activated in our Governors Phase 1 strategy for Safety and Preparedness. The physical distancing surveys require verification of as-built drawings, furniture reconfiguration, and addition of panels, screens, plexiglass, and sanitization stations. There are lead-times associated with these products and services of 2-8 weeks. At this point our clients are asking us to do this work without access to their space without violating our county ordinance. We have not been comfortable sending our team members out unless it is a permitted construction project or a documented essential business.
     a. Regulation?
     b. Licensure?
     c. Childcare?
     d. Housing?
     e. Digital Inclusion?
f. Commute-Free Working?

8. If you have been opened or partially opened, what challenges have you experienced? **We do not have access to important equipment like CAD plotters to produce floorplans with scanners and printers. We don’t have access to our showroom for presentations, so we have had to do virtual tours. It is very difficult to program finishes when you can’t access the design library. Sales presentations lose their human touch and decisions are being made on price without the opportunity to connect on a human level. We have had C level executives plotting plans and delivering them to our project managers. This model is not sustainable.**

9. If you have been opened or partially opened, how has the community's adherence and response to the COVID health safety protocols been? **During my quick visits there have been few people on the elevators and masks seem to be worn in the few restaurants open for take-out. We believe the community will adhere to CDC protocols as we return to work.**