



SAFE AT WORK:

RETURN TO THE WORKPLACE PLAN



Prepared by the *Reopening CBS Task Force*, Romeoville, IL



INTRODUCTION

Christian Brothers Services (CBS) is committed to the health, well-being, and safety of our employees. To ensure that we are ready to expand our office operations in July, the *Reopening CBS Advisory Task Force* (ATF) has worked in collaboration with our Senior Management Team to develop the safest and most supportive methods for returning to the office. This plan details how we will reopen in a safe manner.

Members of the ATF are continuously reviewing guidance from the Center for Disease Control and Prevention (CDC), OSHA, and the Illinois Reopening Guidelines. CBS is committed to providing a safe work environment for everyone who enters our doors. These guidelines, include, but are not limited to:

- ◆ Developing and updating an infectious disease preparedness and response plan.
- ◆ Preparing to implement basic infection prevention measures.
- ◆ Developing policies and procedures for prompt identification of sick persons, if appropriate.
- ◆ Developing, implementing, and communicating about workplace flexibilities and protections.
- ◆ Implementing workplace controls.



STAY HOME IF YOU ARE SICK

Employees must stay home if they are sick and must inform their supervisor or HR if they have a sick family member at home with COVID-19 or have come in contact with someone who has tested positive for COVID-19. In such event, the employee will not be allowed to return to work until obtaining a negative test result or being asymptomatic after being quarantined for 14 days from date of exposure without fever reducing medicine.



In accordance with guidance, CBS will:

- ◆ Review, update, and implement emergency operations plans.
- ◆ Develop information-sharing practices.
- ◆ Reinforce healthy hygiene practices.
- ◆ Intensify cleaning and disinfection efforts.
- ◆ Monitor and plan for absenteeism.
- ◆ Assess group gatherings and meetings or events.
- ◆ Require sick employees to stay home.
- ◆ Create plans to communicate accurate and timely information to our CBS workforce.

CBS SAFE AT WORK CAMPAIGN

The “CBS Safe at Work” campaign is an initiative that permits managers and supervisors to develop a plan to bring employees back to the office safely. This plan has been reviewed and approved by the CBS Advisory Task Force.

RETURN TO WORK TIMELINE

Beginning July 27, employees may begin returning back to the office after receiving approval from their supervisor or managers. Some employees will be identified to continue to work remote until further notification. Your manager or supervisor will contact you to communicate your schedule.





RETURN TO WORK

Employees should self-certify that they are able to return to work each day. This means screening yourself each day to make sure:

- ◆ You do not have a fever of 100.4 °F or higher or it has been at least three days (72 hours) since you have been free of a fever of 100.4° F or higher without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
- ◆ You do not have any respiratory symptoms (cough and shortness of breath).
- ◆ You do not have any other symptoms (e.g., loss of taste or smell, gastrointestinal problems, such as nausea, diarrhea, and vomiting).
- ◆ You have not been in close contact with anyone who has exhibited any COVID-19 symptoms in the past 7 days.
- ◆ You have not been in contact with anyone who has tested positive for COVID-19.

If you do not have any of the above listed symptoms, then you may enter the office. Note that COVID-19 symptoms may appear 2-14 days from exposure, and these screening questions are not all inclusive of all COVID-19 symptoms.

WORKSPACE & OTHER ACCOMMODATIONS

Supervisors and managers will ensure workspaces and offices are set up to maintain social distancing.

- ◆ In the event that an employee's workspace cannot facilitate a spacing of six feet apart, the supervisor will institute staggered work days or screens between workspaces.

STAFFING STRUCTURE

Supervisors and managers will coordinate with and report to Human Resources on modifications to staffing structure. This report includes those employees for which remote arrangements have been requested and/or staggered work days have been established. This structure will be based on current guidance by OSHA, the CDC, and the State of Illinois Reopening Plan.



SAFETY PRECAUTIONS

- ◆ **Employees must wear cloth face coverings** that cover the nose and mouth in settings where being in close proximity to others is anticipated, and particularly where other social distancing measures are difficult to maintain. CBS will provide a supply of cloth face coverings to employees to accommodate this requirement. You may also wear your own face covering provided that it meets the requirements.
- ◆ **Employees must comply with social distancing guidelines** by standing or sitting at least six feet apart from others.
- ◆ **Employees must follow preventive practices** outlined by the CDC and other agencies. For example:
 - ***Wash your hands often with soap and water for at least 20 seconds***, especially after you have been in common areas. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
 - ***Avoid touching your eyes, nose, and mouth*** with unwashed hands.
 - ***Cover your mouth and nose with a tissue when you cough or sneeze*** or use the inside of your elbow. Immediately wash hands with soap and water or if it is not available, use hand sanitizer as noted above.
 - ***Employees will refrain from using other employees' phones, desks, offices, or other work tools and equipment***, when possible. When this is not possible, sanitizers should be used both prior to use of communal items and immediately after, and care should be taken not to touch the face.
 - ***Employees are discouraged from shaking hands, hugging, and other physical contact.***
 - ***Employees should social distance*** until the current limitations are modified by the CDC or local government.
 - ***Practice routine cleaning and disinfection*** of frequently touched objects and surfaces such as workstations, keyboards, telephones, and other frequently used workstation items.





CLEANING AND DISINFECTING PROTOCOL

Employees should do their part to help keep their workstation as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should avoid using others' workstations, tools, and equipment. Proper cleaning and disinfecting supplies will be provided.

OFFICE PROCEDURES

CBS has implemented the following workplace procedures:

- ◆ **Visitors:** Until further notice, all nonessential visitors are prohibited. For business-critical visits, CBS will take steps to safeguard employees and visitors by:
 - Requiring approval of all business-critical visitors by the division's senior manager.
 - Requiring business-critical visitors only go to the designated area that requires their services.
 - Requiring visitors to wear masks when social distancing cannot be maintained and practice social distancing while in the office.
- ◆ **Supervisors and Managers Will:**
 - Notify HR if any employee is exhibiting symptoms or has a confirmed case of COVID-19.
 - Be responsible for requiring employees to follow any procedures related to illness, cleaning and disinfecting.
- ◆ **Domestic and International Business Travel:**
 - All non-essential business travel by air is prohibited at this time. If essential travel is needed, please contact your division's senior manager for approval.





EXPOSURE/CONFIRMED ILLNESS PROTOCOL

If an employee has symptoms when they arrive at work or become sick during the day, they will immediately notify their supervisor and leave the office. Employees who develop symptoms outside of work should notify their supervisor or HR and not attempt to access the office. HR will work with the employee on follow-up steps.

In the event an employee receives a positive test result consistent with COVID, CBS will:

- ◆ Immediately close the office.
- ◆ Notify the local health department.
- ◆ Notify employees at the location.
- ◆ Contact tracing - HR would contact anyone in direct contact with positive case.
- ◆ Work from home would go into effect immediately.
- ◆ Building reopened when declared safe by professionals.

REPORTING TRANSPARENCY PROTOCOL

- ◆ CBS is providing this information regarding protocol for reporting confirmed cases of COVID-19 within the CBS community to create as much transparency as possible about CBS' response to the COVID-19 pandemic. All members of the CBS community must inform HR if they have tested positive for the virus. This will allow CBS to provide the resources and support people need to determine if others were exposed and may be at risk.
- ◆ Any CBS employee who experiences COVID-19 symptoms or tests positive for the virus must notify HR as soon as possible. CBS' support will include asking the employee to assist us with providing information relative to contract tracing. Depending on the circumstances, CBS will notify impacted employees if there is a confirmed case of the virus in our workplace. To the extent possible, CBS will protect the privacy and anonymity of those who test positive for COVID-19 and those who may have been exposed to COVID-19 and are part of any contact tracing.



CONCLUSION

Christian Brothers Services will continue communicating plans with employees of the CBS community. We ask that employees be flexible and understand that the COVID-19 pandemic may require CBS to modify protocols as needed. We are prioritizing the health of our employees and will continue to adhere to governmental, state, and local guidance.

PROTECT YOUR NEIGHBORS & Yourself

One of our core Lasallian principles is 'Respect for All Persons.' One of the ways we respect one another is by protecting one another.



★ WEAR A FACE MASK

Employees must wear a cloth face covering that covers the nose and mouth in public settings, where other social distancing measures are difficult to maintain.

★ MAINTAIN SOCIAL DISTANCING

by standing and sitting at least six feet apart from others.

★ WASH YOUR HANDS OFTEN

with soap and water for at least 20 seconds, especially after you have been in a public place. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

★ AVOID TOUCHING YOUR EYES, NOSE AND MOUTH

with unwashed hands.

Please contact Human Resources if you have any questions pertaining to this plan.