



SAFE & SMART Return to Work (R2W) Plan

REVISED 5.19.20

Color Art's COVID-19 Emergency Response Team (ERT) created this plan to ensure our Team Members rejoin each other in our space in the **safest and most intelligent** manner possible.

The following pages detail a **phased R2W plan** with many new precautionary measures and protocols for Team Members working in our space and for those delivering to or working in our Customers' facilities.

We will continue to update this plan as new information is learned and **new strategies** are developed.

Your safety is our number one priority.
We look forward to welcoming you back.



CONTENTS

4

CRITICAL
STEPS

5

WHAT
WE'VE
DONE

7

DEFINING
ESSENTIAL
EMPLOYEES

8

PHASED
R2W
PLAN

14

ON-SITE
WORK
SCHEDULE

15

PROTOCOLS

23

TEMPORARY
OFFICE
LAYOUT

25

RESOURCES

CRITICAL STEPS

CREATE AN
EMERGENCY
RESPONSE
TEAM (ERT)

SURVEY
TEAM
MEMBERS

CREATE
PROTOCOLS
TO KEEP
TEAM
MEMBERS
SAFE

DEFINE ON-
SITE
ESSENTIAL
TEAM
MEMBERS

CREATE A
WORK
SCHEDULE

LAYOUT
SAFE WORK
SPACES FOR
ALL TEAM
MEMBERS

DEFINE
PROTOCOL
FOR SICK OR
INFECTED
TEAM
MEMBERS

RETURN
TEAM
MEMBERS
SAFELY

WHAT WE'VE DONE



HIRED

New cleaning company
Building attendant to clean/sanitize our space

PURCHASED

Reusable masks for all Team Members
Disposable masks and gloves for visitors
Individual hand sanitizer for each Team Member
Hand sanitizer for each service and delivery vehicle
6 sanitizing stations in office + 2 in warehouse (stocked with: hand sanitizer, disinfecting wipes, masks, gloves)
New sanitizer stands placed at entrances 6/1
Temperature scanning screen / attendant-free 5/28
Sneeze-guards for Concierge desk *IN PROCESS*

ENHANCED

Cleaning schedule – DAILY: railings, handles, faucets and other high-touch surfaces; restrooms; etc.
Electrostatic fogging / disinfecting:
Surfaces & touch-points 5x / week
Entire building 2x / week
Warehouse 2x / week
Vehicles 2x / week

HVAC UPGRADES

Cleaning / disinfecting of HVAC unit / coils
Upgraded HVAC filters
Increased filter replacement schedule
HVAC system enhancements - NPDI & UV Technology (reduce particles/kill pathogens in the air) UNDER REVIEW

WHAT WE'VE DONE



CREATED

Team Member Calendar w/ schedules and work locations. Team Members responsibility to update
Visitor calendar to track who will be in our space

UPDATED

Codes have been temporarily removed from copiers

RESTRICTED ACCESS

High-touch areas – 1st floor bar, nest CLOSED
Shared Services – residents only
Common areas / meeting rooms CLOSED to staff
Occupancy limits set in common spaces

INSTALLED

Hands-free foot pulls installed on restroom doors
6' Circles around active workstations *UNDER REVIEW*
Safety & protocol signs at entrances and throughout the facility *IN PROCESS*
All faucets replaced with hands-free *IN PROCESS*
All toilets / urinals replaced with auto-flush *UNDER REVIEW*
Restroom renovation *UNDER REVIEW*
Defined traffic patterns thru our space minimizing 2-way traffic / exposure
Created COVID-ready showroom space *IN PROCESS*

INDEX

ESSENTIAL ON-SITE EMPLOYEES



TIER
1

ON-SITE ESSENTIAL Working remotely has been deemed undesirable and/or ineffective.

Accounting
Construction
Warehouse / Delivery
Installers
Service Techs

TIER
2

ON-SITE PREFERRED Working remotely is somewhat effective but not ideal / preferred.

Leadership TBD
Concierge TBD
Project Management TBD
Solution Coordinators TBD
Fulfillment TBD

TIER
3

ON-SITE FLEXIBLE Working remotely is both efficient and effective.

Sports TBD
Facility Services TBD
Sales TBD
Design TBD
Workplace Strategy TBD
Steelcase Team TBD
Marketing TBD

FIVE PHASE APPROACH

For a **Safe & Smart** Workplace



PHASE 1



BUSINESS STATUS: CLOSED



WORK LOCATION: N/A



WAREHOUSE PROTOCOLS: CLOSED



VISITORS: NONE



CLEANING & DISINFECTING: REDUCED SERVICES



OFFICE LAYOUT / DISTANCING: N/A

PHASE 2

3/15/20



BUSINESS STATUS: OPEN WITH MAXIMUM RESTRICTIONS



WORK LOCATION: TIER 1 EMPLOYEES WORKING ON-SITE - TIER 2 AND 3 REMOTE



WAREHOUSE PROTOCOLS: MANDATORY TEMPERATURE CHECKS; 6' DISTANCING; GLOVES & MASKS REQUIRED, BREAK ROOMS CLOSED; RESTRICTED ACCESS



VISITORS: NONE



CLEANING & DISINFECTING: FULL CLEANING 1 X / WEEK + RESTROOM 3X / WEEK + FOGGING 2X / MONTH



OFFICE LAYOUT / DISTANCING: ALL MEETING SPACES CLOSED

PHASE 3

5/18/20



BUSINESS STATUS: OPEN – ALL PROTOCOLS IN PLACE



WORK LOCATION: TIER 1 EMPLOYEES WORKING ON SITE - TIER 2 AND 3, REMOTE



WAREHOUSE PROTOCOLS: MANDATORY TEMPERATURE CHECKS; 6' DISTANCING; GLOVES & MASKS REQUIRED, BREAK ROOMS CLOSED; RESTRICTED ACCESS



VISITORS: ALLOWED PER PROTOCOLS, LIMITED DAYS/TIMES (MUST HAVE TEMPERATURE CHECK AND MASK)



CLEANING & DISINFECTING: PER STANDARD SCHEDULE 3X /WEEK + FOGGING 2X / WEEK + HIGH TOUCH AREAS 5X / WEEK



OFFICE LAYOUT / DISTANCING: ALL PROTOCOLS APPLY. ALL MEETING SPACES CLOSED. VIRTUAL MEETINGS. MASKS IN COMMON AREAS.



BUSINESS STATUS: OPEN – LIMITED PROTOCOLS IN PLACE



WORK LOCATION: TIER 1 AND 2 EMPLOYEES WORKING ON SITE - TIER 3, REMOTE



WAREHOUSE PROTOCOLS: MANDATORY TEMPERATURE CHECKS; 6' DISTANCING; GLOVES & MASKS REQUIRED, BI-WEEKLY FOGGING; LIMITED ACCESS



VISITORS: ALLOWED WITH MASK AND TEMPERATURE CHECK



CLEANING & DISINFECTING: PER STANDARD SCHEDULE 3X /WEEK + FOGGING 1X / WEEK + HIGH TOUCH AREAS 5X / WEEK,



OFFICE LAYOUT / DISTANCING: PER PLAN ON PAGES 23 / 24

PHASE 5

TBD



BUSINESS STATUS: OPEN / ALL BUSINESS FUNCTIONS OPERATIONAL



WORK LOCATION: TIER 1, 2 AND 3 EMPLOYEES WORKING ON-SITE



WAREHOUSE PROTOCOLS: STANDARD



VISITORS: ALL VISITORS WELCOME



CLEANING & DISINFECTING: PER STANDARD SCHEDULE



OFFICE LAYOUT / DISTANCING: TBD

ON-SITE SCHEDULE



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM TEAM A	AM TEAM A	AM TEAM B	AM TEAM B	AM NO STAFF VISITORS ONLY
PM TEAM A	12-5 PM NO STAFF VISITORS ONLY	PM TEAM B	PM TEAM B	PM NO STAFF VISITORS ONLY
6 PM CLEAN	6 PM FOG & CLEAN	6 PM CLEAN	6 PM CLEAN	6 PM FOG & CLEAN

To further promote distancing, groups may be separated into A and B Teams, at the Division Leader's discretion.



PROTOCOLS

For a **Safe & Smart** Workplace



PROTOCOLS VISITORS

Tuesdays 12 PM – 5 PM

Fridays 7 AM – 5 PM

Visitors, Reps, Showroom Tours ONLY

Office closed to Team members during these times

REQUIREMENTS

Visits must be scheduled in advance (use Outlook Customer Walkthru Calendar)

Temperature checks required for all visitors

Masks required for all visitors

Meeting host is responsible for enforcing all protocols and for manually unlocking/locking front doors



MEETING SIZE

Maximum 2 Groups in the building at any time

Stagger start times

Maximum 4 People per group including C/A Team Members – no approval required

Senior Management must approve groups of >4

SAFETY

Meeting rooms are for visitors only

Adhere to reduced seating protocols

Each meeting room to be used ONLY once per day

No food/beverage service

Visitors must stay on marked path thru our space

Visitors may use 2nd Floor restrooms only

PROTOCOLS OFFICE



ACCESS / OCCUPANCY

Print/copy rooms limited to 1 occupant at a time
Restrooms limited to 2 occupants at a time - middle stalls temporarily closed to promote distancing
All areas with orange circles are CLOSED
All meeting rooms and gathering spaces CLOSED
1st Floor Kitchen and 2nd Floor Cafe seating CLOSED
Coffee makers, refrigerators and ice makers CLOSED
Microwaves to be wiped down before/after use
No public/shared food (candy dishes, etc.)

PERSONAL WORKSPACE

Clear desks of excess materials
Masks are not required while in personal workspace

SAFETY / DISTANCING

Masks required in ALL common spaces / hallways / restrooms
Please do not enter other Team Members work spaces
Continue virtual meetings via Zoom, GoToMeeting, etc.
Whiteboards and dry erase boards in open spaces are BYO markers/erasers
Continue file sharing technology vs paper/printing
Daily temperature checks required (<100.4 ok)
Continue to maintain 6' distance with other Team Members
Package / Mail delivery will continue to be thru warehouse
Follow defined traffic-patterns thru office

SCHEDULE

Team Members to keep R2W Schedule updated at all times
Team members allowed 15 minutes additional for lunch

PROTOCOLS

OCCUPANCY LIMITS



SPACE	FLOOR	MAXIMUM OCCUPANTS
Boardroom	1 st	6
Coconut Beach	2 nd	2
Design Library	2 nd	2
Flooring Library	1 st	1
Mailroom	2 nd	1
Media Lounge	1 st	0
Print / Copy Rooms	2 nd	1
Restrooms	ALL	2
Shamrock	2 ND	1
Sunset	2 nd	4
Timberwolf	2 nd	2
Training Room	1 st	10
VIA	1 st	4

Maintain 6' distancing in all meeting rooms. This translates to a recommended occupancy of 1 perspn per 28.26 SF

Some occupancy limits have been reduced based on seating arrangements

Restricted spaces have been marked and seating removed

PROTOCOLS WAREHOUSE



REQUIREMENTS

Temperature checks and masks are required for anyone entering warehouse

Gloves must be worn when handling product or loading/unloading vehicles

Safety glasses to be worn at all times by all Team Members except in designated path

DISTANCING

Maintain 6' distancing whenever possible

All forklifts, dollies, etc. to be sanitized daily

Limit one Team Member on any receiving truck

All drivers are to remain in vehicles during unloading – no access to building

Office employees are NOT PERMITTED in warehouse

Warehouse / Field / Service employees are NOT PERMITTED in office

Manufacturer's Reps must schedule appointments in advance and follow all protocols

PROTOCOLS

JOB SITES



REQUIREMENTS

Daily temperature prior to entering jobsites

Masks and gloves required at all times

DISTANCING

Color Art vehicles to be used for essential trips only

One occupant per vehicle – all others travel to jobsites in personal vehicles

Maintain 6' distancing when possible

One occupant per elevator

SANITIZING / SUPPLIES

Maintain supply of masks, gloves and hand sanitizer in all vehicles

Electrostatic disinfecting of all vehicles 2x / week

Require electrostatic disinfecting on all occupied jobsites – or recommend based on occupancy

PROTOCOLS PREVENTION



AVOID EXPOSURE

The virus is thought to spread mainly: Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes or talks.



AVOID CONTACT

Stay home as much as possible. Put distance between yourself and other people. Some people without symptoms may be able to spread virus.



WASH YOUR HANDS OFTEN

Wash your hands often with soap and water for at least 20 seconds. Use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.



CLEAN & DISINFECT

Clean AND disinfect frequently touched surfaces daily. Use a household disinfectant. Most common EPA-registered household disinfectants will work.



WEAR A MASK

You could spread COVID-19 to others even if you do not feel sick. Everyone over the age of 2 should wear a cloth face cover when they have to go out in public. The cloth face cover is meant to protect other people in case you are infected.



COVER COUGHS & SNEEZES

Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands.

PROTOCOLS

SCREENING & REPORTING



Employees are expected to **self-perform a daily health screen** and look for the following symptoms of COVID19: dry cough, shortness of breath / difficulty breathing, sore throat, muscle aches, chills, loss of taste / smell.

IF YOU HAVE SYMPTOMS (INCLUDING FEVER >100.4)

Stay at home or leave the facility immediately

If in the office and waiting for transportation, wait in VIA Conference Room

Notify your supervisor ASAP - Supervisor will notify Human Resources

Seek medical attention

Do not return to work until you are fever and symptom free for 72 hours

IF YOU HAVE COVID-19

Notify your supervisor ASAP - Supervisor will notify Human Resources.

Do not return to work until cleared by a medical professional

PHASE 4 WORK PLAN

1ST FLOOR

-  Permanent Resident
-  Temporary Resident
-  Area Closed
-  Limited Occupancy

IN PROCESS

PHASE 4 WORK PLAN

2nd FLOOR



Permanent Resident



Temporary Resident



Area Closed



Limited Occupancy

IN PROCESS

RESOURCES



[Interim Guidance For Business CDC](#)

[COVID-19 Response Plan State of Missouri](#)

[Restore Illinois State of Illinois](#)

[County COVID19 Response Saint Louis County](#)

[COVID-19 Information City of Saint Louis](#)

[Opening Up America Again The White House](#)

[Guidance for Preparing Workplaces for COVID-19 OSHA](#)

[Safe Work Play Book User Guide Steelcase](#)

[COVID-19 and the Future of Furniture CBRE](#)

[Preparing to Go Back to the Office Post COVID-19 Scott Rice](#)



WELCOME BACK!