SAFE & SMART Return to Work (R2W) Plan
REVISED 9.16.20
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.
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
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
Temperature scanning screen / attendant-free
Sneeze-guards for Concierge desk

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
WHAT WE’VE DONE

CREATED
Team Member calender w/ schedules and work locations
Team Members responsibility to update
Visitor calendar to track who will be in our space
Outlook\Public Folders\Customer Walk-thru

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 – open in Phase 4 with occupancy limits noted

INSTALLED
Hands-free foot pulls installed on restroom doors
6' Circles around two active workstations
Safety & protocol signs at entrances and throughout the facility
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.

TIER 2  ON-SITE PREFERRED  Working remotely is somewhat effective but not ideal / preferred.

TIER 3  ON-SITE FLEXIBLE  Working remotely is both efficient and effective.
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.
PHASE 4
10/5/20 TENTATIVE

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; MASKS REQUIRED, BI-WEEKLY FOGGING; LIMITED ACCESS

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

CLEANING & DISINFECTING: PER STANDARD SCHEDULE 3X /WEEK + FULL FOGGING TUES & FRI + HIGH TOUCH AREA FOGGING 5X / WEEK,

OFFICE LAYOUT / DISTANCING: PER REVISED PLAN, MEETING ROOMS OPEN W/ RESTRICTIONS, OTHER COMMON AREAS CLOSED
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**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAFF ONLY</td>
<td>AM: STAFF ONLY</td>
<td>STAFF ONLY</td>
<td>STAFF ONLY</td>
<td>CLOSED TO STAFF VISITORS ONLY</td>
</tr>
<tr>
<td>6 PM CLEAN</td>
<td>PM: CLOSED TO STAFF VISITORS ONLY</td>
<td>6 PM CLEAN</td>
<td>6 PM CLEAN</td>
<td>6 PM FOG &amp; CLEAN</td>
</tr>
</tbody>
</table>

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

[Logo: colorart]
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 Visits or to use touch-free “Joy” check-in system
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
Adhere to reduced seating protocols in all meeting rooms
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 circles are CLOSED unless an occupancy limit is shown
After each meeting room / common spaces is used, meeting organizer is to wipe down all surfaces with disinfectant wipes, return furniture to original locations and leave doors open
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 and meeting rooms
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
Standard Package / Mail delivery service has resumed
Follow defined traffic-patterns thru office

SCHEDULE
Team Members to keep R2W Schedule updated at all times
PROTOCOLS

OCCUPANCY LIMITS

<table>
<thead>
<tr>
<th>SPACE</th>
<th>FLOOR</th>
<th>MAXIMUM OCCUPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boardroom</td>
<td>1st</td>
<td>6</td>
</tr>
<tr>
<td>Coconut Beach</td>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>Design Library</td>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>Flooring Library</td>
<td>1st</td>
<td>1</td>
</tr>
<tr>
<td>Mailroom</td>
<td>2nd</td>
<td>1</td>
</tr>
<tr>
<td>Media Lounge</td>
<td>1st</td>
<td>0</td>
</tr>
<tr>
<td>Print / Copy Rooms</td>
<td>2nd</td>
<td>1</td>
</tr>
<tr>
<td>Restrooms</td>
<td>ALL</td>
<td>2</td>
</tr>
<tr>
<td>Shamrock</td>
<td>2nd</td>
<td>1</td>
</tr>
<tr>
<td>Sunset</td>
<td>2nd</td>
<td>4</td>
</tr>
<tr>
<td>Timberwolf</td>
<td>2nd</td>
<td>2</td>
</tr>
<tr>
<td>Training Room</td>
<td>1st</td>
<td>10</td>
</tr>
<tr>
<td>VIA</td>
<td>1st</td>
<td>4</td>
</tr>
</tbody>
</table>

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

Some occupancy limits have been reduced based on seating arrangements.

Restricted spaces have been marked and seating removed.

Masks required in all meeting rooms / common spaces.
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.

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.

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

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.
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 BEEN IN A SITUATION WHERE SOCIAL DISTANCING WAS NOT POSSIBLE AND YOU FEEL YOU MAY HAVE BEEN AT RISK** please self-quarantine for 14 days. Team Members are asked to be responsible and not continuously put themselves in situations that could put themselves or each other at risk.

**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 Open
- Area Closed
- Limited Occupancy
PHASE 4 WORK PLAN
2nd FLOOR

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

- Interim Guidance For Business CDC
- COVID-19 Response Plan State of Missouri
- Restore Illinois State of Illinois
- County COVID-19 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!