

The following is the Six Step Plan for Reopening the Office. Steps are to be completed over the next 2 to 3 weeks to ensure that the office is complaint with regulating agency standards and state/local laws for health and safety of our employees, as well as addressing any concerns employees may have about returning to work out of the office.

Steps 1-6:

Step One:	Acquire/distribute supplies and PPE to all offices (no-touch dispensers, no-touch forehead thermometers, gloves, sanitizer, face masks, and safety posters). Task completed this week 5/15/2020.
Step Two:	Deep Cleaning/Sanitizing office space (scheduled for this weekend 5/16/2020 in North Carolina and Miami.
Step Three:	Workstations to be safe distanced, 6 feet apart in all common areas, Sneeze Guard to be installed in Jennifer’s work area and door to be rehung (to be scheduled for the week of May 18, 2020.)
Step Four:	Send out communication plan to all office staff on protocol, and hang posters around the office to remind staff of safety practices to be followed (the week prior to the office reopening, possibly May 29, 2020).
Step Five:	Setup sanitizing stations (with no-touch sanitizer dispensers and thermometers, sanitizing wipes and gloves) at all office entry points, in Kitchen areas, next to copiers and near restrooms, as well as no contact pickup and delivery area for FedEx, UPS, USPS in all offices (the week prior to the office reopening, possibly May 29, 2020).
Step Six:	Invite staff back to the office (with consideration to those who are caring for homebound children or are described as vulnerable population).

as of May 14, 2020.