



Protocol for Returning After Covid-19 Stay-At-Home

You will notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal.”

Office & Shop General Requirements

- **Please be aware of your own health and check your temperature if you begin to feel ill. If you are running a fever of 100.4°F (38.0°C) or higher, or if you are not feeling well, stay home. Contact your Manager, HR, and the Safety Director. You are not allowed to return to the office or jobsite environment until you no longer have a fever or symptoms for a minimum of 72 hours without the use of fever reducing medication. A contact free thermometer is available in the office first aid kit.**
- Until further notice, all employees are to NOT enter the main entrance. (NC Only)
- Maintain 6' social/physical distance at all times. Halls, common areas, restrooms, etc.
- Wash your hands upon entering the office and frequently, properly throughout the day and prior to leaving. Avoid touching your eyes, nose, and mouth.
- Wearing mask or face covering in the office is at your discretion.
- Go directly to your office or workstation. Do not gather in the lobby or hallways.
- Avoid unnecessary touching of surfaces within the office. Please keep your hands to yourself to the greatest degree possible.
- Avoid shaking hands, hugging or other physical contact with others while in the office.
- Cover your cough or sneeze with a tissue or on the inside of your elbow.
- Clean/disinfect your personal office regularly including phone, keyboard, mouse, and cell phones.
- Clean/disinfect any high touch areas in the conference rooms after use, including cleaning remote controls and touchpads.
- Please do not enter another person's office or workstation. You may enter the larger senior manager offices with permission and as long as the 6' distancing is maintained. Standing at an employee's office door or outside a workstation is acceptable, while maintaining 6' physical distancing.
- Please limit face-to-face contact with others to the greatest degree.
- Business travel shall be discussed and approved in advance by your manager.

Office Sanitization & Cleanliness Considerations

- Increased enhanced cleaning/sanitizing of public areas and high traffic touch points shall be performed often on a regular basis. We have verified enhanced cleaning procedures will be performed by the nightly cleaning service. In addition to that, we have engaged the cleaning company to do thorough cleaning of all high traffic/touch areas twice each week.
- [CDC Handwashing guide](#) should be posted in high traffic areas such as break rooms, lobbies, restrooms, etc.
- To the greatest degree possible, keep all corridor and other interior office doors open to avoid excessive touching of door surfaces & hardware.
- After use of common areas, copiers, printers, common objects and surfaces, wipe touched areas with designated cleaners. Do not use unauthorized cleaners on electronic equipment. Cleaning supplies will be located in all common areas.
- No sharing of pencils/pens/office supplies, computers and other office equipment.

Meeting/Gathering, Guests/Visitors & Business Relationship Considerations

- Until further notice, please refrain from in-person group meetings where social distancing cannot be maintained. Though the previous items restrict our face-to-face relationship-building, virtual



events/contact (Teams & Zoom) are highly encouraged to stay closely connected and strengthen relationships with our Bobbitt Team members and our industry partners.

- Guests that randomly arrive at our office will not be allowed access to our internal offices. Visitors/guests that arrive at the office, should be cordially advised the office is currently not open to guests/visitors and then asked to wait in a designated space in the Lobby. The receptionist will inform the appropriate Bobbitt employee to come greet their visitor/guest in the Lobby and social distancing shall be maintained.
- Guests' gifts of food to share with the office is suspended until further notice. Politely accept a rain check for a later date.
- Though the previous items suspend our face-to-face relationship-building, virtual events/contact (Teams & Zoom) are highly encouraged to stay closely connected and strengthen relationships with our Bobbitt Team members and our industry partners.
- Please instruct visitors to the office to enter the door nearest the conference room (including lower level Training Room. If it is locked be sure to be there to let them in before the set meeting time.
- You will be required to clean the meeting space after your meeting.
- You will be given a templated email with instructions to send to your guests outlining our guidelines.
- External meetings should be planned with those traveling to consider social distancing measures and guidelines. It is encouraged to ask for room setup prior to meeting.

Office Common Areas (Kitchen, Meeting Rooms, Etc.)

- The adjusted maximum capacity for each meeting room has been developed to best accommodate social distancing and have been posted in a highly visible areas at each room entrances. Capacities for each room are listed in each conference room.
- NC - Adams & Huslage conference rooms are for internal meetings only until notified. Rembert and the Training Room are for Customers only. If employee meetings are scheduled there should be 30 minutes in between customer meetings and employee meetings.
- SC – maintain 30 minutes between meetings and clean after each meeting as instructed.
- The Break Room will be available for coffee and refrigerator only. No eating or gathering in break room. Please eat at your desks.
- Do not bring computers, office equipment, files, documents, mail, packages or any other office items into the kitchen and café areas. Conversely, keep food out of common areas/rooms.
- If you use a Conference Room, it is the meeting organizer's responsibility to clean and disinfect all tables, touched objects, keyboards, door handles, etc. upon conclusion of the meeting and prior to vacating the room using the sanitary supplies provided in the rooms. Do not remove sanitary supplies as they are provided for everyone's room-specific use.

Jobsites

- Visitors to jobsites must check with the project Superintendent prior to arriving to familiarize themselves with the clients COVID protocols.
- Project Management can visit their respective projects on a limited basis, following the established project/jobsite COVID-19 Preparedness Plan guidelines. All personnel are encouraged to wear a face mask/covering when at the jobsite due to the greater exposure to non-Bobbitt personnel.
- Virtual meetings are highly encouraged over face to face meetings. If a jobsite meeting is necessary, the 6' physical distancing requirement must always be maintained.
- All projects will maintain and post the approved COVID Signage.
- Clean and disinfect frequently touched surfaces and do not share tools, or instruments without cleaning between users.
- Maintain Social Distances of 6 feet whenever possible.
- Clean and maintain all handwashing facilities at least twice per shift.
- Ice may be obtained from the ice machines; however, the ice is not for HUMAN CONSUMPTION. Use the ice only for chilling water bottles and clean the water bottles prior to drinking.



Office Schedule (could change at any time)

Most of our offices are setup with the ability to shut your door. With that in mind we do not need to be as concerned with office space and staggering. It is more about people volume in the office at one time. Based on current CDC guidelines our building capacity is 75 people in NC and 30 people in SC.

May 11-22: It is encouraged to get back to the office 2-3 days per week. Each department manager will be responsible for coordinating timing. It is encouraged to stagger the number of employees at the office.

May 25 – June 5: It is encouraged for each manager to work with each employee as to what scheduling should look like.

June 8 +: We encourage each manager to keep employees working from home 1 day per week. All meetings should be done via Zoom & Teams even if they are scheduled in a conference room. We do not know if we will have to go back home at some point in the future, so it is better to be prepared and to continue to utilize the technology we have been using.