

Virus Mitigation Strategies

Returning to the Office Post COVID-19



Copper Hill has counselled with virus mitigation specialists and contractors on best practices for preparing your office for a safe return. Such measures not only best mitigate risk against potential infections, but also earn the trust of your employees as they are asked to return to the office.

As we navigate what's next, our solutions are holistic and consider not just furniture, but also materials, technology, planning paradigms and even behaviors and protocols. There is no one-size fits all approach, so we can work with stakeholders to customize the package to your needs. Copper Hill continues to communicate with industry experts to provide the most up-to-date information and recommendations.





Brand Identity

As we re-imagine what our office spaces look like, we hold onto the core principals that built the company culture employees have become familiar with. Working with stakeholders to make decisions that ensure employees not only feel safe, but also comfortable as we return to work.

Door-to-Door Safety: We can implement as many precautionary measures in the workplace as we see fit, however if employees do not feel safe getting to and from the office, it negates the entire exercise. Therefore, Copper Hill can assist stakeholders in preparing/obtaining transportation kits, as outlined below:



These items can be customized with company colors and/or logo.

Quality & Cost Management

Copper Hill's long-standing professional partnerships and relationships have made us the one-stop shop for preparing the office and your employees for return. We meet with stakeholders to create budgets for each phase of the process and ensure we are adhering to it as we navigate through this next phase.

Personal Protection Equipment (PPE)

The first step in preparing to re-open the office is obtaining the proper PPE for the number of employees expected to return to the office. Copper Hill has partnered with local vendors to source PPE. Shipping is available to all offices whether here in NYC or CA, or anywhere in between.

- ▶ Sanitizing Gel Stations
- ▶ Latex Gloves
- ▶ Face Masks
- ▶ Laser Thermometers
- ▶ Proper waste receptacles for PPE





PPE QUANTITY

- PPE DISPOSAL RECEPTACLES**
 - 2 reception area
 - 1 cafe
 - 3 total

- ANTIMICROBIAL ADHESIVE**
 - 7 elev/reception area
 - 5 restrooms
 - 16 conference rooms
 - 28 total

- SANITIZING GEL STATIONS**
 - 4 elev/reception area
 - 2 standing
 - 2 wallmounted
 - 14 conference rooms
 - 14 standing
 - 3 cafe/pantries
 - 3 wallmounted
 - 4 restrooms
 - 4 wallmounted
 - 25 total
 - 16 standing
 - 9 wallmounted

- FACE MASK DISPENSERS**
 - 1 reception area
 - 4 restrooms
 - 1 cafe
 - 6 total

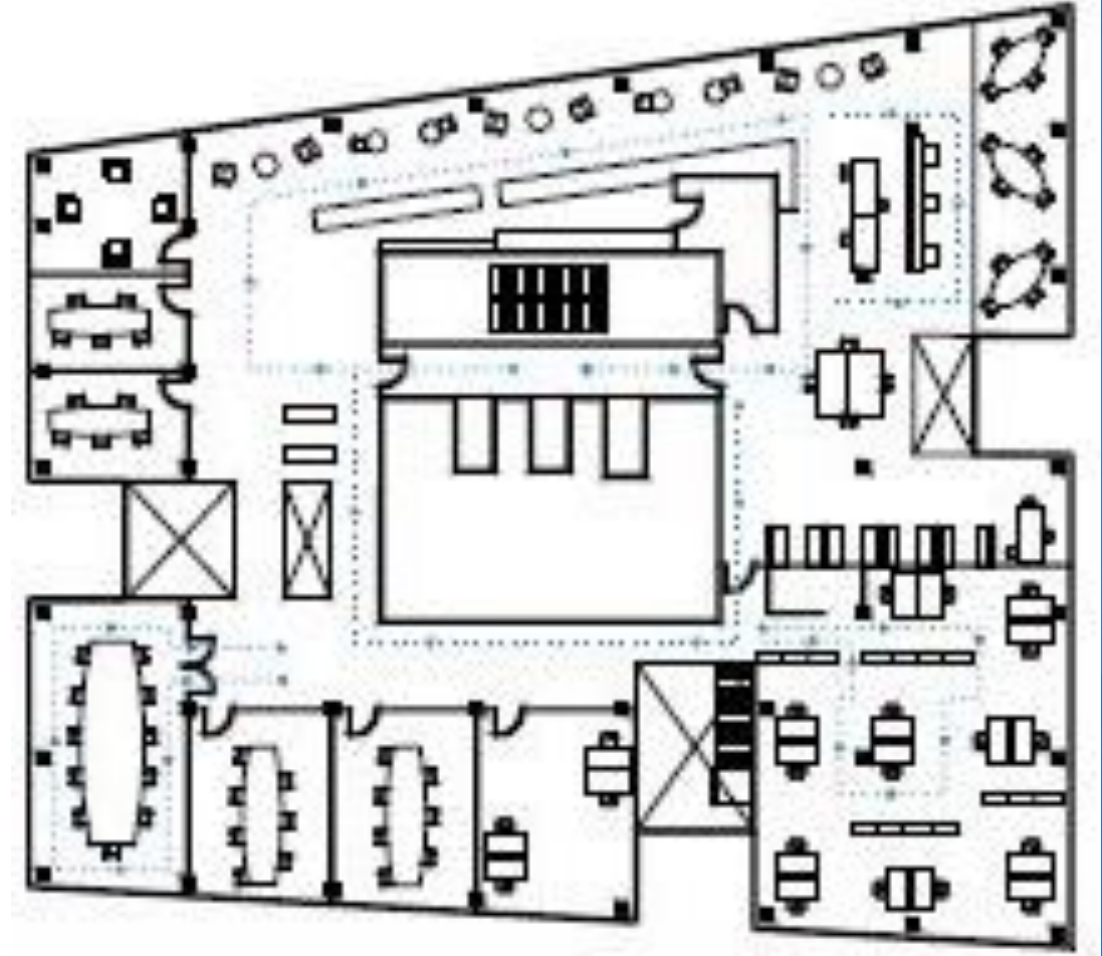
- LATEX GLOVE DISPENSERS**
 - 1 reception area
 - 4 restrooms
 - 1 cafe
 - 6 total

- FURNITURE DIVIDERS**
 - reception desk
 - workstations

Space Utilization

Over these last few weeks Copper Hill has worked closely with trusted experts to understand first, what the new workplace will look like upon return, and second, how we get there in a cost-effective and efficient manner. We've included recommendations for each area noted below to utilize space while still creating safe social distancing. These solutions can be temporary or permanent.

- ▶ Workstations & Offices
- ▶ Reception & Lobby
- ▶ Conference Rooms & Meeting Spaces
- ▶ Pantry & Town Hall Spaces
- ▶ Mail/Copy Rooms
- ▶ Restrooms
- ▶ Wellness/Mothers Rooms
- ▶ Fitness Centers/Gyms



Workstations & Offices

Creating a return schedule for employees is the safest way to ensure safe social distancing, but the following should be considered as well:

- ▶ Increase barriers for existing workspaces by adding screening, storage elements, plants or partitions.
- ▶ Install plexiglass between bench seating or sneeze guards between seats facing each other
- ▶ If possible, rotate desks or pull workstations apart to create distance - excess furniture can be stored or liquidated
- ▶ Remove of all personal items on desks to reduce touch points - Copper Hill can assist with packing up and shipping belongings if needed
- ▶ Create a traffic plan using signage to encourage one-way traffic
- ▶ Affix office doors open
- ▶ Add antimicrobial adhesives to door handles
- ▶ Daily cleaning
- ▶ Add protective film to common area screens, i.e copiers, shredder, etc.



Reception and Lobby

Considering that reception and the lobby are one of the highest traffic areas in the office, we recommend taking full precaution using the recommendations below:

- ▶ Limit one point of entry if possible
- ▶ Install sanitizing stations both in the elevator lobby and inside reception
- ▶ Use an antimicrobial carpet runner at the entry
- ▶ Install plexiglass at reception desk
- ▶ Antimicrobial adhesive on all door handles
- ▶ Instead of a general coat closet, install individual wardrobes/lockers for guest and employee coat storage
- ▶ Break multi-seat lounge furniture into individual seats by introducing table/plant/lighting elements to reduce density
- ▶ Add signage to encourage social distancing and proper PPE
- ▶ Add protective film to screens on copiers, mail machines, etc



Conference Rooms & Meeting Spaces

As we begin to rethink how we hold meetings, there are measures that can be taken in the interim to protect employees and visitors during an in-person meeting.



- ▶ Remove every other chair at conference tables; Copper Hill can assist with placing in storage or liquidating
- ▶ Remove room schedulers and shared conference phones, promote scheduling via mobile applications
- ▶ Antimicrobial Adhesive Stickers on door handles
- ▶ Install plexiglass in-between seats
- ▶ Antimicrobial Placemats at each seat
- ▶ Add video conferencing capabilities to all meeting rooms
- ▶ Signage to encourage social distancing and proper PPE wear
- ▶ Film on all touch screens
- ▶ Remove and store excess supplies (white board markers, pens, bowls of mints, etc)
- ▶ Remove any non-essential doors and/or hardware
- ▶ Affix doors in open position if possible, i.e. pantry, conference rooms, offices, etc.

Pantry & Town Hall Spaces

- ▶ Remove excess seating or re-arrange seating in pantry and lounges to avoid overcrowding
- ▶ Affix doors open if possible
- ▶ Antimicrobial adhesive to all door handles, drawers, appliances and sink
- ▶ Install touchless sink and trash receptables
- ▶ Provide individually wrapped plastic forks, spoons and knives
- ▶ Pre-packaged food, drinks, etc.
- ▶ Provide signage clearly marking safe social distance
- ▶ Remove water stations and provide water bottles



Restrooms



- ▶ Install touchless faucets, hand dryers/towel dispensers, soap dispensers
- ▶ Antimicrobial adhesives to door handles, stall doors and sinks
- ▶ Post additional signage enforcing hand washing
- ▶ Install motion sensor lighting or keep lights on

Wellness & Fitness Centers

- ▶ Consider temporarily closing
- ▶ Highly limit use of these rooms via signage and reservation system
- ▶ Onboard a cleaner that specializes in fitness centers for daily disinfecting at steady intervals
- ▶ Install PPE in these rooms including sanitizing stations and glove/mask dispenser
- ▶ Designate one room a quarantine room should someone not feel well
- ▶ Provide ample disinfectant wipes, sprays and PPE
- ▶ Post signage encouraging proper social distancing
- ▶ Remove excess equipment: Copper Hill can assist with the re-sell, liquidation or storage of this equipment

Tiered Return

Copper Hill continues to work with clients across all industries to create a customized plan that addresses each phase of the return, from the immediate solutions to long term strategies, crafting a more resilient and adaptative workplace.



Building Systems

Copper Hill can work with landlords and building management to ensure that the building checks listed here are completed and communicated. If upgrades are requested, we can onboard a mechanical designers to assist.



Assess and upgrade air filtration where needed



Configure HVAC systems to run on full fresh air rather than recirculation



Pre-purge the air condition systems to improve indoor air quality for occupants



Install Ultraviolet Germicidal Light (UVG) in air handling units



Safety inspections

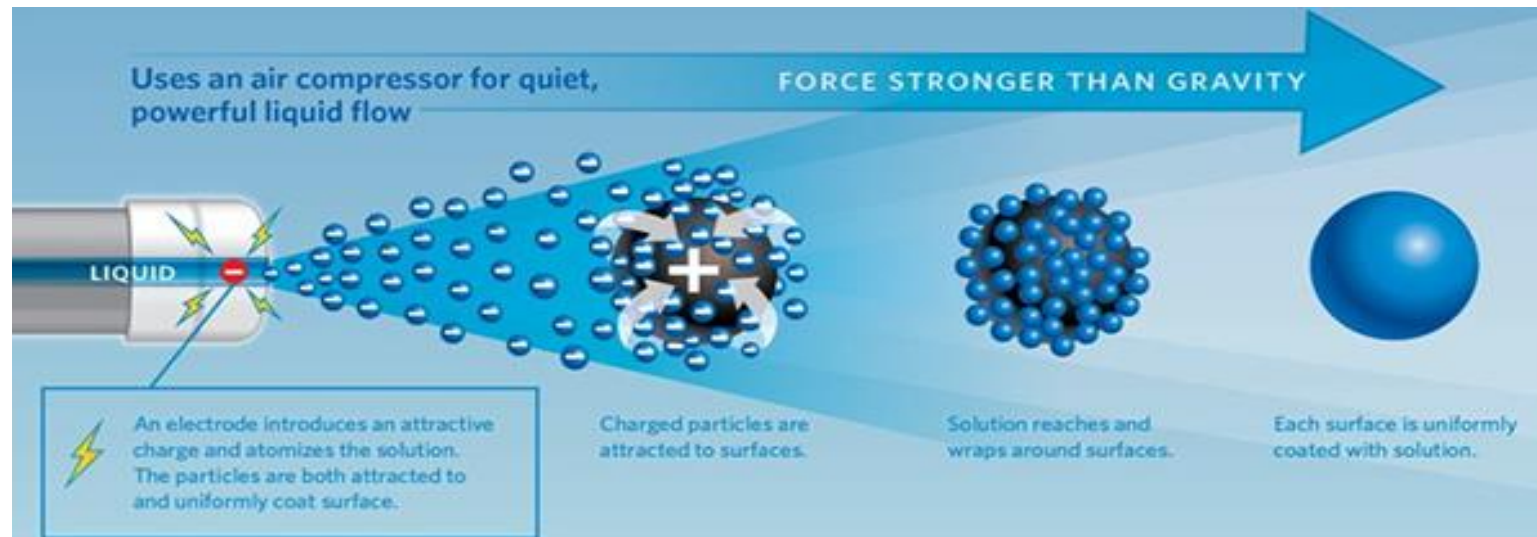


Test fire and life safety

Cleaning

A 2-step disinfection process should be completed before returning to the office

- ▶ Thorough deep cleaning of the space to prepare for electrostatic spray, this includes dusting, sweeping, moping and wiping down all surfaces
- ▶ Use of an Electrostatic Spray which allows sanitizers, mold preventatives and disinfectants to evenly adhere to surfaces (see image below)
- ▶ Depending on size/density, scheduling interval wipe downs in common areas throughout the day and certainly every evening



- ▶ Pest Control - Spaces that have been entirely vacant or were not properly cleaned prior to vacating (food in pantries and at desks) may see a pest control issue

IT / AV / Security

- ▶ With the unexpected push to have all employees work remote, companies' IT systems were put to the test. Copper Hill can assist with reviewing the current setup and onboarding an IT design team to make adjustments as needed.
- ▶ Should there be a need to improve work at home capabilities for stakeholders or other members of the team, there are solutions available for install by a licensed low voltage vendor. These solutions range from install of desktop solution to sound bar with integrated camera and microphone install.
- ▶ Finally, with most offices empty, we would recommend reviewing security measures and improving as needed. Such as remote monitoring of all devices or installing a cloud-based CCTV system.

Further Considerations and Best Practices

- ▶ Create a Social Distancing Plan - Implement Return to Work Policies as well as Visitor/Guest Policies
- ▶ Communicate with the Staff - As this is uncharted territory for us all, it is important to effectively communicate these new measures to your workforce
- ▶ Monitor Space Use and Density - Technology can be implemented that monitors the space usage and density to ensure proper social distancing.
- ▶ Regional Office Approach - Should you be interested in spacing your team out to regional offices (NJ, CT, etc.), CHD can provide turnkey solutions.



Follow Through

As navigate through one of the most unprecedented times filled with plenty of fluidity and uncertainty, Copper Hill will continue to liaise with industry experts and provide updated Virus Mitigation Strategies to ensure the health and safety of employees when returning to the office.

