



**BHGR RE-OPENING PLAN  
PHASE 1**

**Introduction**

BHGR takes the health and safety of its employees very seriously. This Re-Opening Plan (Phase 1) (the “Plan”) is designed keep BHGR employees (and families, our clients, and the community) healthy and safe in a comfortable working environment while at the same time providing a means to gradually return to work at the office on a voluntary basis – consistent with guidance from the federal and state authorities, including the CDC and CDPHE.

BHGR is asking every one of you to help with our prevention and mitigation efforts while working at the office. Everyone must be respectful of others and play their part in implementing this Plan. All employees must follow this Plan. All employees are expected to report violations of this Plan to the Management Committee or Cathy Thorne, as described below. Please ask a member of the Management Committee or Cathy Thorne if you have a specific question about this Plan or its implementation.

**General**

Returning to work at the office remains voluntary during Phase 1.

You may continue to work remotely from home if you want, but you are welcomed to return to work at the office in accordance with this Plan if you are asymptomatic and feel reasonably safe doing so.

You may return to work at the office only if you meet the following criteria (and if you do not meet the following criteria you must continue to work remotely from home):

- You must not have a fever (100° or higher). We have purchased multiple infrared thermometers. A designated person will take your temperature from a safe distance upon entry into the office. We will keep track of this information daily in a confidential Health Screening Log. Anyone with a temperature of 100° or higher will be asked to immediately leave the office. You cannot return to the office until you are temperature free for 3 consecutive days (and provided you have no additional symptoms of Covid-19), as discussed further below.
- You must not be symptomatic or have come into close contact with someone who is symptomatic for Covid-19 (fever of 100° or higher, coughing, shortness of breath, difficulty breathing, loss of taste or smell, chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, or runny nose).



- You must be prepared to answer basic health screening questions upon entry into the office to ensure you do not have symptoms of Covid-19 and have not had contact with someone who is symptomatic for Covid-19. We will keep track of this information daily in a confidential Health Screening Log.
- You must not be a vulnerable individual due to age (65 or older) or pre-existing condition (chronic medical conditions such as heart, lung, or kidney disease, or diabetes). (*See* CDPHE Public Health Order 28 for a more comprehensive definition of “vulnerable individual.”)
- You must follow the social distancing guidelines set forth in this Plan and the additional resources set forth below (CDC, WHO, and CDPHE).
- You must wear PPE while in common areas and at open-air work stations.
- You must maintain proper hygiene.
- Common area surfaces touched must be with a new/clean glove or sanitized with a disinfectant wipe or spray.

### **Social distancing, PPE, hygiene, and sanitation**

No social gatherings of any size, and breaks should be staggered to avoid same.

Continue to utilize virtual techniques (phone, email, Zoom, etc.) for office meetings.

You must keep a 6’ distance from others at all times.

You must wear PPE (latex or similar gloves and a mask covering your nose and mouth) at all times while in common areas and open-air work stations. Employees who sit in private offices may lower their masks only while alone in their private offices with the doors shut.

You must wash your hands thoroughly with soap and water for at least 20 seconds periodically throughout the day, especially after eating, using the bathroom, coughing, sneezing, and blowing your nose.

All common area surfaces touched must be with the use of a new/clean glove or sanitized with a disinfectant wipe or spray.

You must sanitize your desk area with a disinfectant wipe or spray when you arrive at the office, periodically throughout the day, and before you leave for the day.



Hand sanitizer and disinfectant wipes and sprays will be provided and located throughout the office when and to the extent available, but such products are limited so you are encouraged to bring your own.

If you need to cough or sneeze, please do it into a tissue or your sleeve and wash your hands immediately.

If you need to blow your nose, please do it into a tissue and away from others (preferably in a bathroom) and wash your hands immediately.

Avoid touching your face as much as possible, especially with unwashed/unsanitized hands.

### **Use of common areas**

General: Doors to common areas are to remain open to minimize handle touching. In-person office meetings, whether internal or with clients, are discouraged unless absolutely necessary. You should continue to use virtual techniques (phone, email, Zoom, etc.) for office meetings. The office will remain off limits to clients and other outside persons unless absolutely necessary and approved by the Management Committee or Cathy Thorne, and subject to the aforementioned criteria and health screening.

Conference rooms: Again, in-person office meetings are discouraged unless absolutely necessary. If you need to use a conference room for an in-person office meeting, you must follow the social distancing guidelines above, and all common area surfaces touched must be with a new/clean glove or sanitized with a disinfectant wipe or spray. No in-person office meetings of more than 10 people are allowed. No in-person office meetings that do not allow enough room for 6' spacing are allowed.

Kitchens: The kitchens will remain off limits for purposes of social gatherings, eating, and making coffee/tea. Only one person at a time may enter a kitchen unless there is an emergency. You are encouraged to bring your own food and drinks in your own containers to be kept at your desk, and to eat/drink at your desk using your own plates, cups, and utensils – to be put away immediately and washed later when you return home. If you need to use a plate, cup, or utensil from one of the kitchens at the office, you must immediately rinse and put it in the dishwasher yourself. You must wash your hands immediately after eating. All common area surfaces touched must be with a new/clean glove or sanitized with a disinfectant wipe or spray.

Copy rooms: We will assign groups to each copy room to minimize use and touching. Only one person at a time may enter a copy room unless there is an emergency. All common area surfaces touched must be with a new/clean glove or sanitized with a disinfectant wipe or spray after each use.



Bathrooms: Only one person at a time may enter a bathroom unless there is an emergency. We will develop a protocol so you know when a bathroom is vacant or occupied. You must wash your hands thoroughly with soap and water for at least 20 seconds. All common area surfaces touched must be with a new/clean glove or sanitized with a disinfectant wipe or spray.

Entry doors and hallways: See below regarding one-way traffic patterns. You may only use the main front and rear entry doors. The side entry door off 17<sup>th</sup> Street is closed until further notice.

### **Staggered work schedule based your location in the office**

Some of our work stations are too close to keep a 6' distance when working from your desk.

We will implement a staggered approach to your return to the office during Phase 1 based upon the location of your desk in the office so there is not more than 50% of our workforce in the office at a given time, and to avoid people working too close to each other.

Group A will work Mondays and Wednesdays during Phase 1.

Group B will work Tuesdays and Thursdays during Phase 1.

Fridays will be rotated every other week during Phase 1.

Attached is a color coded seating chart indicating the members of Groups A (red) and Group B (blue).

### **One-way traffic patterns**

Some of our hallways are too narrow to keep a 6' distance when walking past each other in different directions.

Where possible, we will set up and mark on the floor of the hallways one-way traffic patterns to avoid this scenario of having to walk past someone.

### **Quarantining at home after travel out of state, upon experiencing symptoms, and upon coming into close contact with someone experiencing symptoms**

Any employee who travels out of state, experiences symptoms of Covid-19, or comes into close contact with someone experiencing symptoms of Covid-19 must (a) call or email the Management Committee or Cathy Thorne to report the occurrence, and (b) self-quarantine at home for at least 14 consecutive days.

Before returning to work at the office, any such employee must (i) have remained symptom free for a period of 3 consecutive days or obtained a Covid-19 test from a healthcare facility



indicating the employee is negative for Covid-19 or obtained a doctor's note clearing the employee to return to work at the office, and (ii) obtain written approval from the Management Committee or Cathy Thorne to return to work at the office.

Anyone who tests or is presumed positive for Covid-19 must self-quarantine until recovered, and may only return to work after at least 3 consecutive days have passed after recovery.

### **Procedure if someone experiences symptoms while at the office**

If someone experiences symptoms of Covid-19 while at the office, they must (a) immediately leave the office without coming into close contact with any other person and without touching any common area surfaces, (b) call or email Cathy Thorne from their vehicle to report their symptoms, and (c) self-quarantine at home for at least 14 consecutive days.

Before returning to work at the office, any such employee must (i) have remained symptom free for a period of 3 consecutive days or obtained a Covid-19 test from a healthcare facility indicating the employee is negative for Covid-19 or obtained a doctor's note clearing the employee to return to work at the office, and (ii) obtain written approval from the Management Committee or Cathy Thorne to return to work at the office.

Again, anyone who tests or is presumed positive for Covid-19 must self-quarantine until recovered, and may only return to work after at least 3 consecutive days have passed after recovery.

### **Reporting violations**

Any employee who witnesses a violation of this Plan must report the violation to the Management Committee or Cathy Thorne. The Management Committee will then conduct an appropriate investigation of the alleged violation. BHGR reserves the right to take appropriate action against any employee who is found by the Management Committee to have violated this Plan.

### **Confidentiality and privacy**

Except for circumstances in which BHGR is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed BHGR employee has tested positive for Covid-19 will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

BHGR reserves the right to inform other employees and any applicable third parties that an unnamed BHGR employee has been diagnosed with Covid-19 if such other employees and any



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applicable third parties might have been exposed to the disease so that such other employees and any applicable third parties may take measures to protect their own health.

#### **Additional resources**

U.S. Center of Disease Control (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization (WHO):

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Colorado Department of Public Health & Environment:

<https://covid19.colorado.gov/about-covid-19>

Prevention Tips:

<https://www.cnn.com/2020/04/02/health/coronavirus-home-prevention-tip-sheet-trnd/index.html>