

# COVID-19 Phased Working Conditions\*



	PHASE 1	PHASE 2	PHASE 3
Social Distancing	6 feet apart - common areas, conf rooms, offices; No congregating	6 feet apart - common areas, conf rooms, offices	Normal Operations
Elevators	2 riders per car	Maintain social distancing	Normal Operations
Wellness Checks	Temp & Questions at essential areas	Temp & Questions as determined by OH	None
Facial Coverings	Required when using shared equipment or common spaces and in fleets with at least two people.	Optional but recommended	Optional
In-Person Meetings	Only when necessary, strict room capacity limits	Use social distancing	Normal Operations
Visitors/Vendors	Essential only; visitors should follow the same preventative measures as employees	Limit where possible; use social distancing	Normal Operations
Travel - Business	Requires C-staff approval; contact OH prior to travel to determine if it could require 14 day quarantine	Requires C-staff approval	Normal Operations
Travel - Personal	Contact OH prior to travel to determine if it could require 14 day quarantine.	Normal Operations	Normal Operations
Cleaning Procedures	Extra cleaning of common areas; employees sanitize office equipment after use	Employees sanitize office equipment after use	Normal operations but recommended that employees sanitize equipment after use when possible
Breakrooms	No sitting or congregating; wash hands before use; sanitize equipment after use	Sitting allowed but use social distancing; wash hands before use, sanitize equipment after use	Normal Operations
Fleets	Limit to 1 rider per fleet when possible; sanitize touched surfaces after use. Facial coverings are required with at least two people.	Sanitize touched surfaces after use	Normal operations but wipe downs preferred
In-Person Training	No in-person training	Only mandated training conducted in person using social distancing	Normal operations but online training preferred when possible

\*Please note: Guidance for these phases is subject to change.