



# Rotary International @ One Rotary Center RETURN TO WORK GUIDE



**OPERATIONS & ADMINISTRATION / FACILITIES SERVICES**

**06 August 2020**

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## INTRODUCTION

We want to personally welcome you back to One Rotary Center. We understand this is an unprecedented time, and the COVID-19 pandemic has undoubtedly presented you and your family with unique challenges.

We want to assure you that while COVID-19 has changed the way we operate; your health and safety remains our highest priority. Included in this guide you will find current return to work plans and protocols to ensure that all employees are coming back to a safe work environment.

To prepare for our return to work and restart operations at ORC, we have developed the Rotary International @ One Rotary Center (RI @ ORC) Return to Work Guide. The guide includes guidelines for health and safety procedures, cross-functional teamwork, and operating discipline. We have completed and will be maintaining the following aspects:

- Installation of additional hand sanitizing dispensers and frequent cleaning of often-touched surfaces and common areas
- Managing flexible office staffing, including limiting office visits while the risk of infection exists and begins to diminish, as well as staggered lunch breaks to thoroughly disinfect common areas and promote physical distancing
- Placing signage throughout buildings to remind everyone of proper preventive measures
- Providing information and training regarding physical distancing, personal hygiene and self-health assessments
- Adhering to the guidelines provided by the Center for Disease Control & Prevention and the World Health Organization, as well as all orders and directives regarding business operations issued by local governments.

For the latest updates, the RI @ ORC Return to Work Guide is located on the Rotary portal on both the [Our Organization>Offices>Evanston](#) and the [Our Teams>OGS>Facilities Services](#) pages.

As we navigate these uncertain times, the most important thing is that we do it together. We will come out of this stronger than before. We have a passionate, skilled team, that is sure to respond to these challenges with renewed optimism for the future. We can't do this as individuals -- we must do this as a team. And, as always, support one another, treat one another with respect, and know that at the end of each day, people are what matter most.

## PURPOSE

The health and safety of Rotary staff, ORC tenants and visitors is our number one priority. We are deeply focused on keeping employees, tenants and visitors safe while working at One Rotary Center. The information contained in this Return to Work Guide represents Rotary's current practices based on the guidelines and recommendations from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and local, state, and federal protocols established in response to the unprecedented COVID-19 pandemic.

Please note that this is a "living" document that may be updated at any time, given the fluidity of the situation.

These guidelines lay out processes to raise awareness of new health and well-being protocols and potentially helpful practices for both staff working at and visitors to One Rotary Center. The guide provides operating discipline and training for employees to help ensure a safe working environment.

The manual covers a wide range of topics, including:

- What is COVID-19 and how it spreads?
- Identifying the Facilities' pandemic response team
- Self-screening prior to coming to work
- New guidelines for reentering the building
- Standard guidelines while working during the day
- Meeting and conference room capacity and guidelines
- Staggering work schedules and lunch breaks and other physical distancing strategies
- Protocols for isolating employees who become ill at work

## FACILITIES PANDEMIC RESPONSE TEAM

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Cushman & Wakefield at ORC

## COVID-19 BASICS

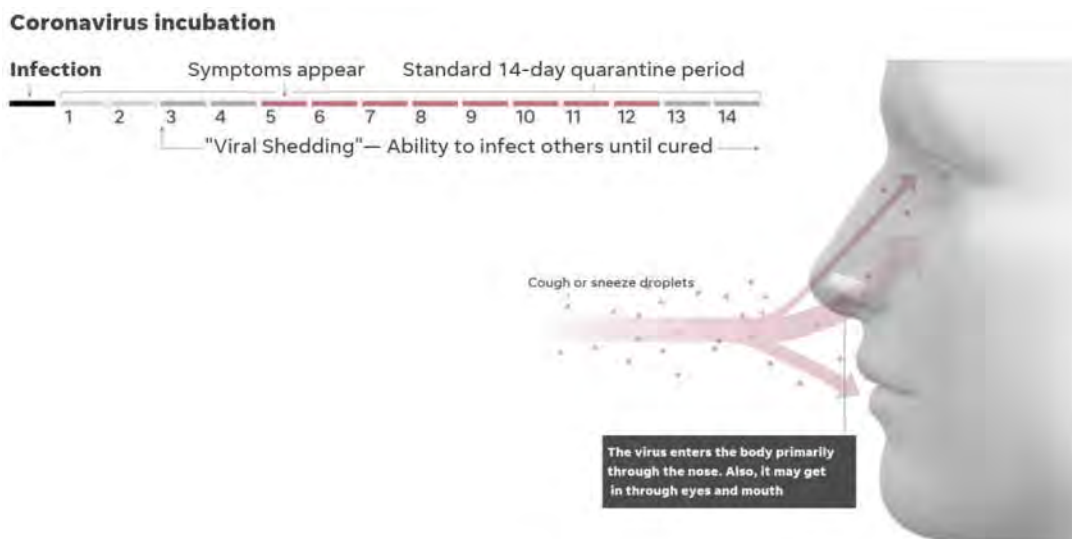


### What is COVID-19?

COVID-19 (Coronavirus Disease 2019) is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in December 2019. COVID-19 is a pandemic affecting many countries globally. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes COVID-19. There is currently no vaccine to prevent or treatment for COVID-19.

### How is COVID-19 spread?

When someone who has COVID-19 coughs or exhales they release droplet of infected fluid. Most of these droplets fall on nearby surfaces and objects, such as desks, tablets or telephones. People could catch COVID-19 by touching contaminated surfaces or objects, and then touching their eyes, nose, or mouth. If they are standing within 6 feet of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them.



# Symptoms of Coronavirus (COVID-19)

## What are the symptoms of COVID-19?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



Please consult your medical provider for any other symptoms that are severe or concerning to you.

## When to Seek Medical Attention and What to Do if You are Sick

If you have any of these **emergency warning signs\*** for COVID-19 get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

If you have a fever or cough, you might have COVID-19. Most people have mild illness and are able to recover at home. Keep track of your symptoms. If you have an emergency warning sign (including trouble breathing), get medical attention right away. Visit the [CDC website](https://www.cdc.gov) for more information.

Please direct COVID-19 questions to the Illinois Department of Public Health by calling 1-800-889-3931 or emailing [dph.sick@illinois.gov](mailto:dph.sick@illinois.gov).

**Call 911 if you have a medical emergency:** Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

# Stop the Spread of Germs

## Ways to protect yourself and others from COVID-19

### Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



### Avoid close contact

- Put **distance between yourself and other people (at least 6 feet)**.
  - Remember that some people without symptoms may be able to spread virus.
- **Avoid close contact** with people who are sick.



### Cover your mouth and nose with a cloth face cover when around others

- Everyone should wear a cloth face cover when they have to go out in public.
- Continue to keep 6 feet between yourself and others. The cloth face cover is not a substitute for physical distancing.



### Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



### Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily**. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.



**Guideline: Stay at home if sick or show mild symptoms such as: high temperature, coughing, or headache.**



# What are we doing?

## Deep Cleaning and Disinfecting

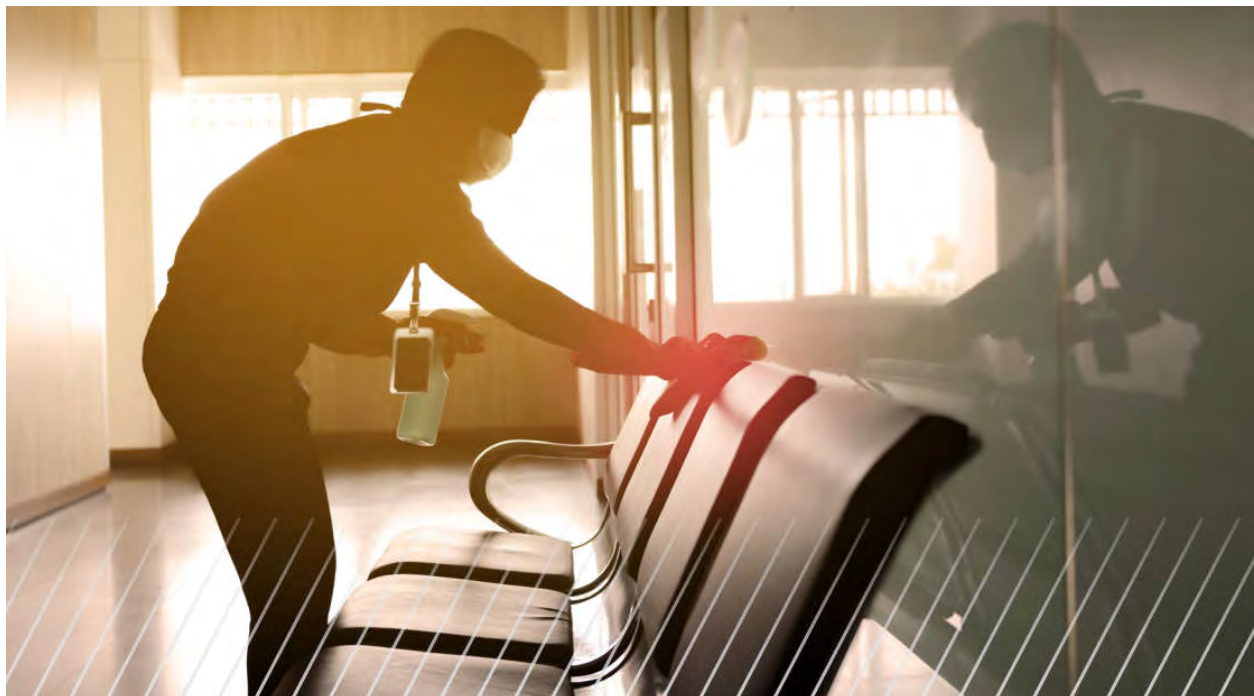
Cushman & Wakefield, our property management team, in coordination with our contracted cleaning service has conducted deep cleaning of all Rotary floors and common areas and surfaces.



- Deep cleaning and sanitization of all workspace areas, including offices, conference rooms, breakrooms, restrooms, cafeteria, and other areas.
- Cleaning and disinfection standards have been enhanced to include advanced routine cleaning and disinfecting of high-touch spaces and surfaces: Door handles and knobs, elevator doors & railings, fixtures, light switches, water faucets, restroom water faucets & fixtures, kitchen sinks & appliances and common area surfaces.
- Hand sanitizer, surface disinfectant wipes and tissue have been provided in conference & meeting rooms, cafeteria, breakrooms, elevator lobbies and high traffic areas and other common areas.
- HVAC mechanisms have been checked and prepared to ensure clean air circulation.
- Water systems have been evaluated, maintained and prepared to help ensure safe water supply.

## Signage

Additional and new signage has been placed throughout the building to provide general information and reminders of preventive measures to protect yourself and others from COVID-19.





# ORC Guidelines – At-A-Glance

## Personal Hygiene and General Actions:

- Wash hands thoroughly and often (for at least 20 seconds).
- Avoid close contact with others.
- Cover your mouth and nose with a cloth face cover when around others and/or when physical distancing cannot be assured.
- Cover coughs and sneezes.
- Clean and disinfect regularly and frequently.

## Personal Protective Equipment:

- Wear cloth face coverings in all public spaces at ORC including but not limited to; common areas, workstations, hallways, elevators, and stairwells.
- Cloth face coverings must be worn while working at your desk or in your office, if within 6 feet of another person.

## Physical Distancing:

- Observe Physical Distancing by maintaining a distance of 6 feet from others and not gathering in groups.

## Daily Self-screening before coming to work:

- Individual staff should monitor their symptoms before leaving home. If you are sick, do not come to work.

## Common Areas:

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in all common areas: elevators, stairwells, ORC garage, cafeteria, and smoking area.

## Workstations:

- Managers and supervisors should stagger work days, arrival times, and work hours of staff to minimize the number of staff working in a section on a given day.
- Managers should schedule staff to ensure not all workstations are occupied. They should be staggered; so that every other cube is empty, both next to and across open aisles (checker board style) to ensure physical distancing.

## Meetings, Conference Rooms & Meeting Space:

- All meetings must observe physical distancing by maintaining a distance of 6 feet from others and not gathering in groups.
- Virtual meetings should be the first option.
- No in person meeting should consist of more than 10 people in any space.

**Returning to work at ORC requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19.**

**Remember: We're all in this together!**

# Personal Protective Equipment (PPE)

**Guideline: Wear cloth face coverings in all public spaces at ORC including but not limited to; common areas, workstations, hallways, elevators, and stairwells. Cloth face coverings must be worn while working at your desk or in your office, if within 6 feet of another person.**

## What is Personal Protective Equipment (PPE)?

Personal Protective Equipment (PPE) is necessary for both public and personal health. Personal protective equipment (PPE) like masks and gloves helps stop the spread of coronavirus and saves lives. According to the Food and Drug Administration (FDA), PPE works as a barrier between an individual's skin, mouth, nose, or eyes and viral and bacterial infections.

- CDC recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.
- **Face coverings are required in Evanston effective 23 April 2020.**
- **Face coverings are required in all of Illinois effective 1 May 2020.**

PPE is a crucial way to both stop the spread of COVID-19 and keep the healthcare workers (doctors, nurses, other caregivers) currently on the pandemic's frontlines safe. In the context of COVID-19—which is spread primarily between people through close contact and droplets, not by airborne transmission—PPE includes the following, but can vary between medical professionals, hospital cleaners, and patient visitors:

Gloves	Medical Masks	Respirators (N95 or FFP2 standard, or equivalent)	Eye Protection
Gowns	Aprons	Boots or closed-toe work shoes	

### Use a Cloth Face Covering to Protect Others

- Wear a face covering to protect others from the virus that causes COVID-19 in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead

 [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Physical Distancing

## What is Physical Distancing and why is it important?

**Guideline: Observe Physical Distancing by maintaining a distance of 6 feet from others and not gathering in groups.**

**Physical Distancing** is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. Physical distancing, also called “social distancing,” means keeping space between yourself and other people outside of your home. Physical distancing is a set of actions taken to stop or slow the spread of a highly contagious disease. The goal of physical distancing is to limit face-to-face contact to decrease the spread of illness among people in community settings. In practice this means:

- Staying **6 feet** away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors or friends
- Avoiding touching surfaces touched by others, to the extent feasible



Physical distancing at the workplace is intended to provide a safe environment reducing risk of any potential person to person infection.

## What to do before leaving home:

### Daily Self-Screening

**Guideline:** **Monitor your symptoms before leaving home – if you are sick, do not come to work.**

Daily Self-Screening is recommended to prevent sick or symptomatic staff from coming to work and decrease the likelihood of spreading infection in the workplace. If you are sick, do not come to work.

**Monitor your symptoms:** Symptoms of COVID-19 include fever, cough, and shortness of breath but other symptoms may be present as well. Trouble breathing is a more serious symptom that means you should get medical attention.



Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

### When to Seek Medical Attention

If you have any of these emergency warning signs\* for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

\*This list does not contain all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency: Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

# Return to Work Protocols

## PPE – Requirements



**Guideline: Cloth face coverings must be worn in all public spaces at ORC: common areas, workstations, conference rooms, hallways, elevators, and stairwells. Cloth face coverings must be worn while working at your desk or in your office, if within 6 feet of another person.**

The City of Evanston issued a **COVID-19 Face Covering Order** requiring all persons working in or patronizing "essential businesses and operations" to wear cloth face coverings, effective 23 April 2020.

The State of Illinois Governor's executive order (Proc. 4-30-2020) requires anyone over the age of 2 who can medically tolerate a face covering to cover their mouth and nose with a cloth face cover when in public settings where physical distancing measures are difficult to maintain.

The Centers for Disease Control and Prevention (CDC) recommends that individuals wear cloth face coverings in public settings where other physical distancing measures are difficult to maintain especially in areas of significant community-based transmission. The CDC advises the use of simple cloth face coverings to slow the spread of the virus.

- Cloth face coverings may prevent people who don't know they have the virus from transmitting it to others.
- Continue to keep 6 feet between yourself and others. The cloth face cover is not a substitute for physical distancing.
- CDC and Illinois Dept. of Public Health (IDPH) recommend reserving medical grade masks and N-95 respirators, as we need those for our health care workers, medical providers, and emergency responders.



# Return to Work Protocols

## Transportation and Commuting

### Public Transport

- Avoid overcrowded public transportation (trains/buses).
- Wear cloth face covering, and other PPE as needed.
- Maintain safe distance from other passengers.
- Use hand sanitizer when entering and exiting.
- Wipe surfaces with disinfecting wipes prior to touching them.



Wherever possible,  
**please  
practice  
social  
distancing!**

#StayHomeSaveLives  
#FlattenTheCurveChi



As a precaution against the spread of COVID-19, we ask you to keep as much distance as possible from others.

Thank you for your cooperation and riding cta for essential travel, only.

[transitchicago.com/coronavirus](https://transitchicago.com/coronavirus)



### Other Transit Methods

- Ride-sharing: wear PPE (cloth face covering and other PPE).
- Solo transit modes such as bikes, scooters, cars: Sanitize touchpoints, especially if shared modes like public bicycles.



# Entering the Building

## Physical Distancing During Arrivals and Departures

Arrival and departure times must be managed thoughtfully to reduce infection risk in the workplace. Start times may be staggered with enough time to allow employees to come and go with minimum interactions.

### Guidelines:



- Cloth face coverings must be worn when entering the building and in all public spaces at ORC.
- Staff should use the designated entrances and exits only. East entrance (1<sup>st</sup> floor lobby entrance from Sherman Avenue) or West entrance (1<sup>st</sup> floor ORC garage lobby entrance).
- All staff should avoid gathering when entering and exiting the facility.
- Remain in your car or away from the building until entering.
- Practice physical distancing (maintaining a distance of 6 feet from others) while you wait in line to enter the building.
- In inclement weather, please queue under the building front entrance roof practicing physical distancing (maintaining a distance of 6 feet from others).
- Do not touch the entry door handle with an exposed finger(s) or hand.
- Please lead with elbows when moving through revolving doors.
- Please do not use exposed finger(s) or hand when pressing elevator buttons or grabbing door handles.

### Recommendations

- Business units should stagger arrival times and implement a method that works best for each section. *For example:*
  - Group 1 / 7:30 to 7:45am
  - Group 2 / 7:45 to 8:00am
  - Group 3 / 8:00 to 8:15am
  - Group 4 / 8:15 to 8:30am
  - Group 5 / 8:30 to 8:45am
  - Group 6 / 8:45 to 9:00am
  - Group 7 / 9:00 to 9:15am
  - Group 8 / 9:15 to 9:30am
- End of day departure times should be scheduled based in the order staff arrived.

# Morning Entry/Exit Paths



LOBBY COVID-19 RE-ENTRY STUDY - OPTION E (MORNING)

- ① SIGN STATING "ELEVATOR & SECURITY ENTRY LINE" WITH ARROW POINTING RIGHT, "STAIR ENTRY LINE" WITH ARROW POINTING LEFT.
- ② SIGN STATING "PLEASE TAKE TURNS ENTERING BUILDING. ALLOW QUEUING SPACE INSIDE TO CLEAR FIRST"
- ③ SIGN STATING "EXIT ONLY"
- ④ SIGN STATING "ELEVATOR ACCESS LINE"
- ⑤ SIGN STATING "STAIR ACCESS" WITH ARROW POINT RIGHT, "ELEVATOR ACCESS" WITH ARROW POINTING LEFT.
- ⑥ SIGN STATING "STAIR ACCESS - UP ONLY"
- ⑦ SIGN STATING "WAIT HERE FOR ELEVATOR"
- ⑧ SIGN STATING "ADA ENTRY"
- ⑨ SIGN STATING "ADA EXIT"
- ⑩ SIGN STATING "PLEASE WAIT HERE FOR REVOLVER TO CLEAR BEFORE EXITING"
- ⑪ SIGN STATING "PLEASE WAIT FOR AREA TO CLEAR BEFORE ACCESSING ELEVATOR"
- ⑫ SIGN STATING "PLEASE WAIT FOR AREA TO CLEAR BEFORE ACCESSING STAIR"
- ⑬ SIGN STATING "EXIT ONLY" WITH ARROW POINTING LEFT.
- ⑭ SIGN STATING "EXIT" WITH ARROW POINTING RIGHT.
- ⑮ SIGN STATING "GUEST CHECK-IN" WITH ARROW POINTED RIGHT, & "ELEVATOR ACCESS & STAIR LINE" WITH ARROW POINTED LEFT.
- ⑯ SIGN STATING "ELEVATOR & SECURITY ENTRY LINE" WITH ARROW POINTING LEFT, "STAIR ENTRY LINE" WITH ARROW POINTING RIGHT.
- ⑰ ACRYLIC SNEEZE GUARDS MOUNTED ON SECURITY DESK



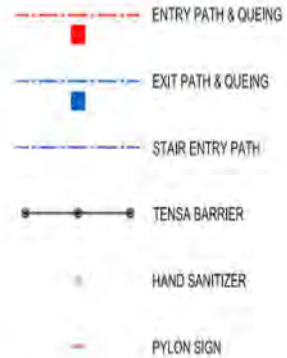


# Afternoon Entry/Exit Paths



LOBBY COVID-19 RE-ENTRY STUDY - OPTION E (AFTERNOON)

- ① SIGN STATING "ELEVATOR & SECURITY ENTRY LINE" WITH ARROW POINTING RIGHT. "STAIR ENTRY LINE" WITH ARROW POINTING LEFT.
- ② SIGN STATING "PLEASE TAKE TURNS ENTERING BUILDING. ALLOW QUEUING SPACE INSIDE TO CLEAR FIRST"
- ③ SIGN STATING "EXIT ONLY"
- ④ SIGN STATING "ELEVATOR ACCESS LINE"
- ⑤ SIGN STATING "STAIR ACCESS" WITH ARROW POINT RIGHT. "ELEVATOR ACCESS" WITH ARROW POINTING LEFT.
- ⑥ SIGN STATING "STAIR ACCESS - UP ONLY"
- ⑦ SIGN STATING "WAIT HERE FOR ELEVATOR"
- ⑧ SIGN STATING "ADA ENTRY"
- ⑨ SIGN STATING "ADA EXIT"
- ⑩ SIGN STATING "PLEASE WAIT HERE FOR REVOLVER TO CLEAR BEFORE EXITING"
- ⑪ SIGN STATING "PLEASE WAIT FOR AREA TO CLEAR BEFORE ACCESSING ELEVATOR"
- ⑫ SIGN STATING "PLEASE WAIT FOR AREA TO CLEAR BEFORE ACCESSING STAIR"
- ⑬ SIGN STATING "EXIT ONLY" WITH ARROW POINTING LEFT.
- ⑭ SIGN STATING "EXIT" WITH ARROW POINTING RIGHT.
- ⑮ SIGN STATING "GUEST CHECK-IN" WITH ARROW POINTED RIGHT, & "ELEVATOR ACCESS & STAIR LINE" WITH ARROW POINTED LEFT.
- ⑯ SIGN STATING "ELEVATOR & SECURITY ENTRY LINE" WITH ARROW POINTING LEFT, "STAIR ENTRY LINE" WITH ARROW POINTING RIGHT.
- ⑰ ACRYLIC SNEEZE GUARDS MOUNTED ON SECURITY DESK.



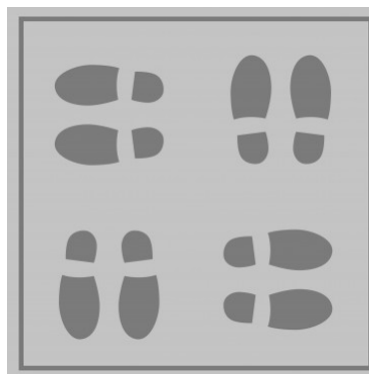
## Elevators

### Guidelines:

- Do not wait in groups for the elevator.
- Physical Distancing must be adhered to in all elevator lobbies and corridors (maintaining a distance of 6 feet from others).
- Follow building management and security personnel instructions, as well as posted signage, regarding maintaining physical distances.
- A maximum of four (4) people in the elevator at one time – one person in each corner.
- If the elevator already has four (4) people on it, wait for the next one.
- Do not face each other on elevators.
- Do not talk on elevators.
- Please do not use exposed finger(s) or hand when pressing elevator buttons. Press call buttons with elbow or other item.



Do not face each other in elevator.



## Stairwells

### Guidelines:

- For **non-emergency purposes**, the Tower stairwells may be used to transit the building (bearing in mind that not all floors currently have card readers for exiting the stairwell).
  - Use the East stairwell to go UP in the building.
  - Use the West stairwell to go DOWN in the building.
- Physical Distancing must be adhered to in all stairwells (maintaining a distance of 6 feet from others).
- Keep eight (8) steps distance between you and others when taking the stairs.
- Do not gather in groups in the stairwells.
- Please do not use exposed finger(s) or hand when grabbing door handles.
- **In the event of an emergency evacuation, use both stairwells to go down.**



# Workstations and Offices

## Physical Distancing in Workstations/Offices and other Preventive Measures Guidelines:

- **Staff should avoid face-to-face operations with less than the minimum requirement of 6 feet from others.** If this condition cannot be met, alternative measures should be taken to mitigate exposure, such as:
  - Wearing face masks
  - Changing body orientation
- **Cloth face coverings must be worn while working at your desk or in your office, if within 6 feet of another person.**
- Staff should not share work equipment and materials. Avoid using other employees' phones, chairs, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Staff should avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections.
- We encourage self-cleaning of work spaces multiple times during the day with special attention to the most used surfaces such as: keyboards, monitors, phones, chair arm rests, desks, cubicle dividers and other frequently touched objects – however, Rotary's ability to supply appropriate cleaning materials is dependent upon availability.

### Workspace Configurations

- Supervisors and managers should when feasible, schedule staff, so as not to have team members seated in cubicles next to or across from each other; but leaving an empty cube between them ("checkerboard pattern").
- Offices with floor-to-ceiling walls and doors that close can each be occupied.

### Workspace Setup and Space Planning to Accommodate Physical Distancing

Workstation setup and seating alternatives will continue to be evaluated in light of new CDC guidelines and other local/state guidance for returning to work.

# Meeting Spaces and Conference Rooms

## Physical Distancing during Meetings

### Guidelines:

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in all meetings.
- New maximum occupancy limits (based on required physical distance of 6') for meeting rooms will be calculated; some of the smaller meeting rooms may only hold 2 – 4 people.
- No more than **10** people should be in any single meeting space.
- Stand-up meetings or quick meetings on the office floor should respect Physical Distancing (maintaining a distance of 6 feet from others).
- Staff should avoid face-to-face as a first alternative and opt for virtual meetings when feasible. If this condition cannot be met, alternative measures should be taken to mitigate exposure, such as:
  - Wearing cloth face coverings
  - Changing body orientation
  - Sitting “checkerboard” style so nobody is directly in front of another
- Meeting times may be staggered, and larger groups must be divided to meet the **10**-person maximum in a meeting space.
- Several meeting spaces can be designated for one large area. For example, meetings may be held at the same time in different meeting rooms, offices, etc. to accommodate the 10-person maximum in a space, with a virtual meeting connection active between the meeting rooms.
- Meeting rooms will be organized to hold no more than 10 chairs with the appropriate spacing.
- Sitting or standing positions must not exceed the minimum distance required.



# Common Areas and Amenities

## Guidelines

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in all common areas.
- Staff and visitors should avoid non-essential gatherings in all common area which include, but not limited to; lobby, hallways, elevators, meeting & conference rooms, patio/terrace, garage, and restrooms.

## Breaks and Lunches

### Physical Distancing During Breaks

Management of employee breaks to provide physical spacing and proper hygiene is necessary. Start and end times should be staggered.

#### Guideline

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in all kitchens and break rooms, with a maximum of (1) occupant at a time.
- Bring individual meals/beverages intended for consumption that day in insulated containers to keep hot or cold. ***Please do not bring “supplies” to make multiple meals over a period of days.***
- **Communal appliances (refrigerators, microwave ovens, toasters, etc.) will not be available at the present time.**
- Staff should disinfect tables, seats, surfaces, etc., which may have been contacted in kitchens or breakrooms after each use.
- Cleaning materials will be provided in the room to be used by fellow co-workers.

### Physical Distancing During Lunch Breaks

Manage lunch breaks to provide physical spacing and proper hygiene. Stagger start and end times to limit the amount of people within the lunch area at a given time.

#### Guideline:

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in the Café International cafeteria at all times. Patrons must maintain a distance of 6 feet from others.
- Please follow the guidelines outlined by Eurest and Café International regarding food ordering, pickup, payment, and consumption.
- There will be **limited** seating in Café International at the present time.



## Bathroom Usage During the Work Day and at Break Times

### Guideline:

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in all restrooms, with a maximum of (2) occupants in each restroom at any one time.
- An empty stall should be left unoccupied between each other if one is currently in use.
- Restrooms should not be crowded; ample distance between each other should always be observed. Waiting outside of the restroom may be necessary to accommodate the required physical distancing inside – but be sure to maintain 6' between people while waiting in line.
- Wash hands with soap and water for at least 20 seconds before leaving the restroom.

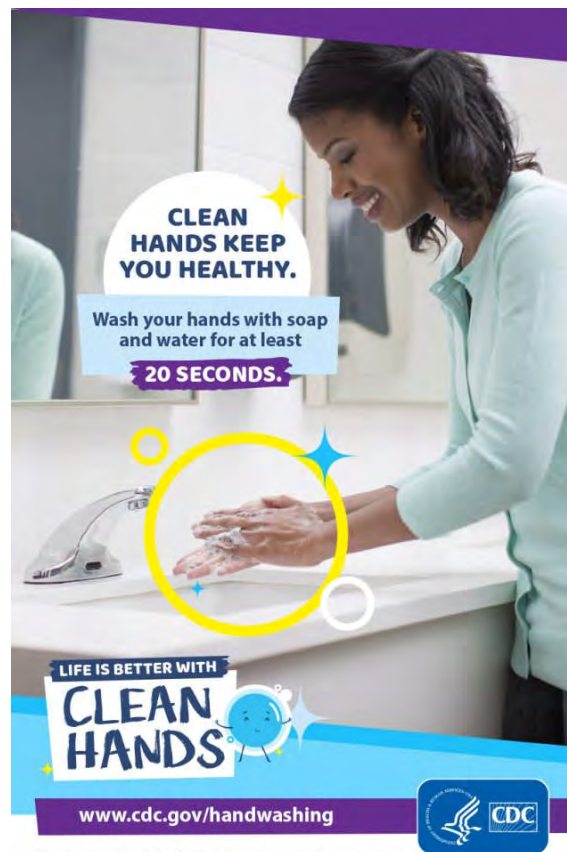
CDC recommends employees protect themselves from respiratory illness with everyday preventive actions, including good [hand hygiene](#).

### Wash your hands often

[Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.



## Café International

Café International will be open with the following new guidelines:

- Stanchions will be placed throughout with directional signage; consider staggering lunch hours.
- Limit traffic in café to reasonably maintain 6 feet between individuals
- One way to enter and exit the cafeteria – signs will be posted
- Seating area will be closed until further notice
- Sanitizing and touch-point cleaning throughout the day
- Offering prepackaged food offerings; salad and deli bar to remain closed; premade sandwiches and fresh produce will be available
- Served stations, not self-serve or shared condiments; fountain drink not in service, only bottled beverages to be sold
- Attended and served coffee bar only
- Offering take home meals

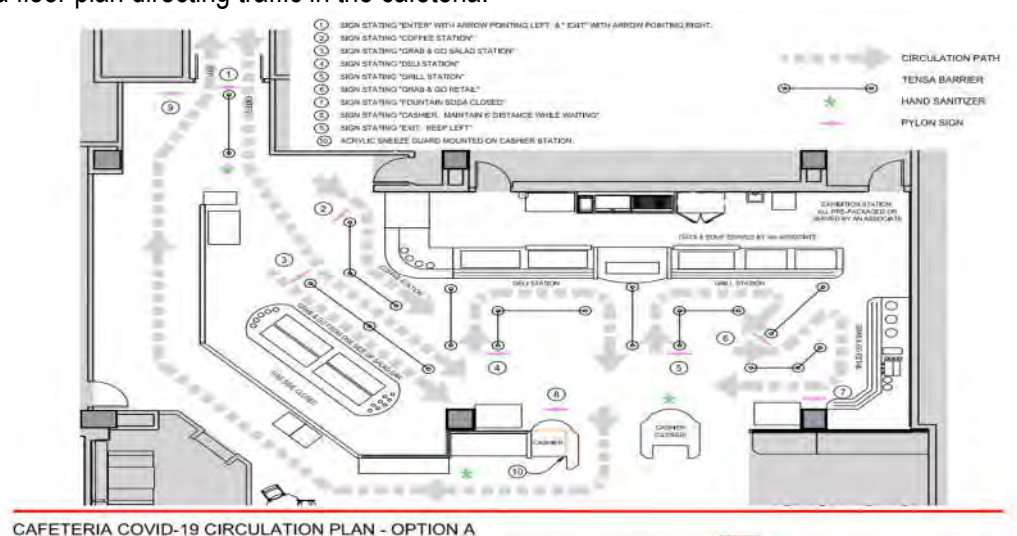
Eurest employees will adhere to the following:

- Face coverings, hair nets/hats, gloves will be worn by all employees
- Eliminate hand to hand contact by directing guests to place cash/card on counter
- Increased hand washing, glove changing and sanitizing
- Physical barrier/shield between customer and cashier

Eurest is working on additional ways to ensure contactless service which will be available soon by the following:

- Working with Catertrax platform to offer customers a way to order and pay online
- Customers will be able to order via Catertrax, pay through on-line wallet, stop in the café and pick up their order
- The on-line wallet is secure and falls in line with Eurest internal controls

Below is a floor plan directing traffic in the cafeteria.





## Mailroom & Print Shop

To further limit the number of people traveling within and around ORC, temporary modifications to shipping and receiving procedures are in place:

### Guideline:

- All deliveries will be accepted (signed for) by Security personnel in the hallway outside the loading dock.
- Cushman & Wakefield staff will disinfect all packages.
  - Cushman & Wakefield staff will deliver packages directly to non-Rotary tenants.
  - Cushman & Wakefield staff will delivery Rotary packages to Exela for further handling.
    - Exela will stage packages in the Lower Level dining room for 24 hours prior to delivery.
    - Exela will then accept package tracking #s into their electronic system and notify recipients a package is available.
    - Recipients will have two options: Coordinate a time for package to be delivered by Exela to recipient's workstation or coordinate a time when recipient will meet Exela staff on Lower Level to receive their package.

## ORC Garage

### Guidelines:

- Physical Distancing (maintaining a distance of 6 feet from others) must be adhered to in the garage at all times.
- Staff and visitors should avoid non-essential gatherings in the ORC garage and elevator corridors and stairwells.
- Do not wait in groups for the elevator.
- Physical Distancing must be adhered to in all elevator lobbies and corridors (maintaining a distance of 6 feet from others).
- A maximum of four (4) people in the elevator at one time. \*One person in each corner.
- If the elevator already has four (4) people on it, wait for the next one.
- Do not face each other on elevators.
- Do not talk on elevators.
- Please do not use exposed finger(s) or hand when pressing elevator buttons or grabbing door handles. Press call buttons with elbow or other item.
- Physical Distancing must be adhered to in all stairwells (maintaining a distance of 6 feet from others).
- Keep eight (8) steps distance between you and others when taking the stairs.
- Do not gather in groups in the stairwells.

## Returning “Work from Home” (WFH) IT Equipment & Office Belongings

### Returning IT Equipment provided to accommodate WFH needs

- IT-Endpoint will replace the monitors taken from staff desks with new monitors. They will check staff desks at ORC to see which are missing monitors and replace, in anticipation for the tentatively scheduled 01 Jun 20, phased re-entry.
- The monitors provided to staff during the COVID-19 WFH period are all depreciated items (asset tags have been logged). They are currently not required to be returned to RI. \*Any updates or additional information will be provided at a later date.

### Returning Rotary Staff Chairs (& any other Rotary-provided office equipment)

- Staff are provided only one Rotary desk chair, assigned to be used at their primary workstation location; either at home, accommodating Work from Home (WFH), or at ORC.
- Staff returning Rotary desk chairs provided during the COVID-19 WFH period should contact [Kenneth.wright@rotary.org](mailto:Kenneth.wright@rotary.org) to confirm the return and update Facility records.
- Returned desk chairs (provided to staff during the COVID-19 WFH period) will be disinfected and used at individual onsite workstations. \*Individual desk chairs should not be shared.

# When COVID-19 Symptoms are Detected at Work

## COVID-19 Symptoms Detected at Work

Employees who have symptoms when they arrive at work or become sick during the day should immediately depart the building. It is not necessary to find your supervisor or notify anyone else before departing – though please do so by phone once you are able.

Employees who may have been exposed: \*Those who have been in “close contact” of someone who is infected, which is defined as being within approximately 6 feet of a person with COVID-19 for a prolonged period of time:

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow [CDC recommended steps](#).
- Potentially exposed employees who **do not have** symptoms should remain at home or in a comparable setting and practice physical distancing for 14 days.

Sick employees should follow [CDC-recommended steps](#) of when to contact a physician. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

## Personal Hygiene Tips



Returning to work at ORC requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19.

Remember: We're all in this together!

This document will be updated as new protocols and guidance come available.

# Contact Information

## CONTACT INFORMATION

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Cushman & Wakefield at ORC  
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ORC Security Desk  
Phone: 847-869-1560 or 847-869-3078

## RESOURCES

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

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

<https://www.osha.gov/SLTC/covid-19/>

<https://coronavirus.illinois.gov/s/>

<https://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/faq>

<https://www.cityofevanston.org/government/departments/health-human-services/coronavirus-disease>

<https://www.covid-19facts.com/>

<https://www.health.com/condition/infectious-diseases/coronavirus/what-is-ppe>