

CPCS OFFICE REOPENING PLAN

Lisa Bacon, HR Director

Chris Blake, AIC Brockton MHL

Aimee Bouchard, AIC Worcester (Acting) & Pittsfield CAFL

Stuart Hurowitz, Supervising Attorney Worcester PDD

Tori Lelaind-Jones, Supervising AAILL CAFL Springfield

Kate Murdock, Supervising Attorney, PDD Springfield

Daniel Saroff, CIO

Karen Souza, Finance Director

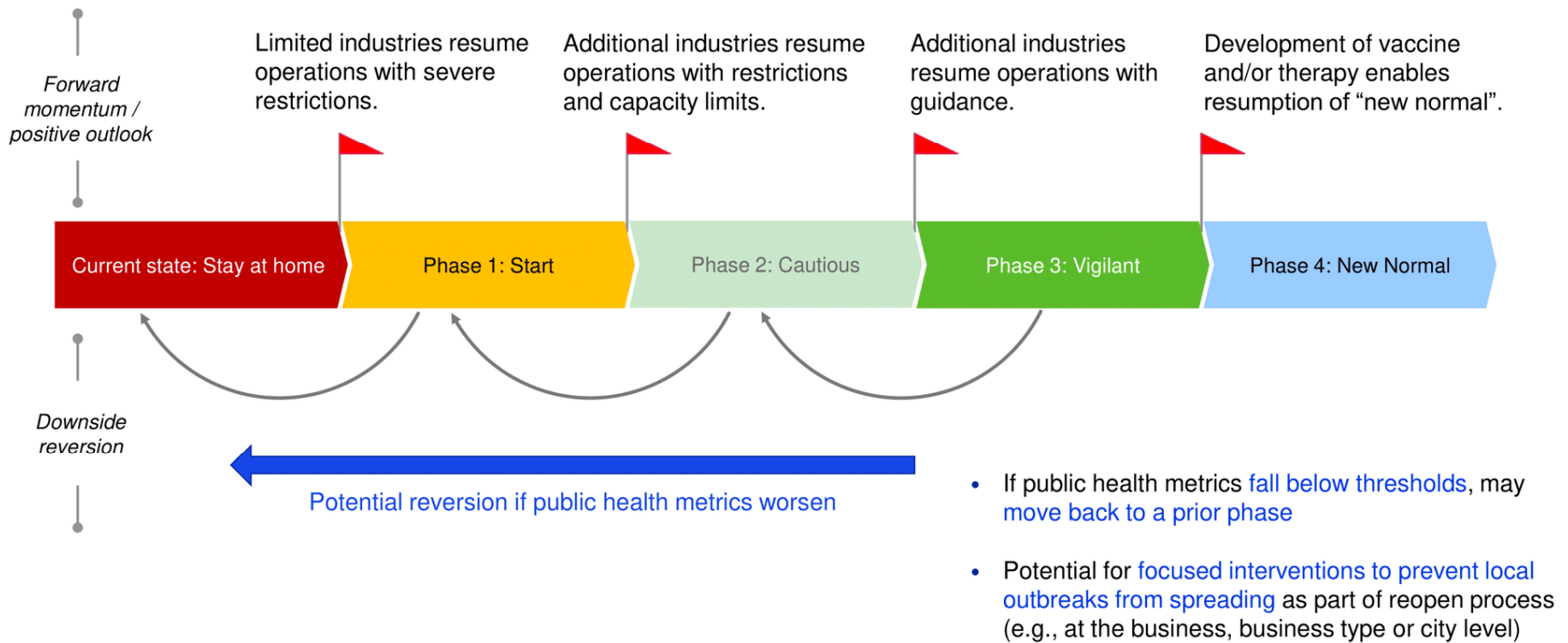
Arnie Stewart, PDD Managing Director

Raquel Vargas, SSA, Lowell YAD

**Debra S. Krupp, Director of Administration & Operations,
Chair**



Four-Phase Approach to Reopening Massachusetts



OFFICE REOPENING

**STAFF SAFETY
TOOLS AND RESOURCES**

WHAT YOU WILL FIND

- **Concentrated Sanitizing Solution Dispenser(s)**
- **Cleaning Stations**
- **Hand Sanitizer**
- **Nanoseptic Surfaces**
- **Signage**
- **Pexi-glass Dividers and Cubicle Wall Extensions**

CONCENTRATED SANITIZING SOLUTION



- **Generally located in or near kitchens**
- **Used to refill SANITIZER SPRAY BOTTLES**
- **Refilled regularly - CINTAS**

CONCENTRATED SANITIZING SOLUTION

One Pump

**Fill With
Water**

CLEANING STATIONS



- **Located in or near common use areas**
- **Linens refilled regularly - CINTAS**

CLEANING STATIONS



GYM EQUIPMENT RULE: Wipe down before and after use

Meeting/Interview Space

Kitchen Appliances/Surfaces

Copy Area Surfaces and Xerox

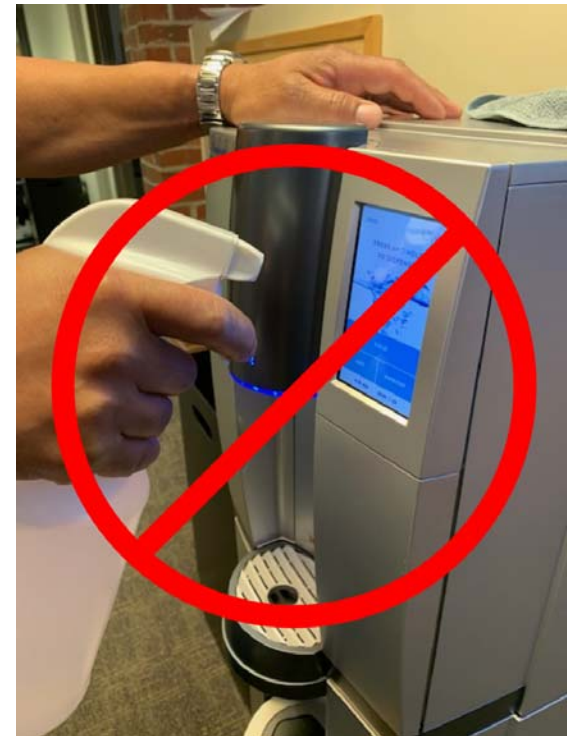
Water Coolers

Visiting Office/Workspace

**DO NOT SPRAY SANITIZER
DIRECTLY ON ELECTRONICS OR
TOUCH SCREENS!!**



NO!!!



SPRAY ON CLOTH AND THEN WIPE EQUIPMENT



YES!



HAND SANITIZER



**Temporary measure until CINTAS
is able to install actual
dispensers**

Refilled regularly

NANOSEPTIC SURFACES

Self cleaning adhesive surfaces for high touch areas



NANOSEPTIC SURFACES

Door Knob Sleeves and Wraps



NANOSEPTIC SURFACES

Push Pads



NANOSEPTIC SURFACES

**Touchscreen Covers for Xerox
and Water Coolers**

COMING SOON!!

PLEXI-GLASS DIVIDERS AND CUBE EXTENSIONS

- **Will vary per site**
- **Dependent upon Office Reopening Plan**
- **Cube walls extended to 6ft**

PLEXI-GLASS DIVIDERS AND CUBE EXTENSIONS



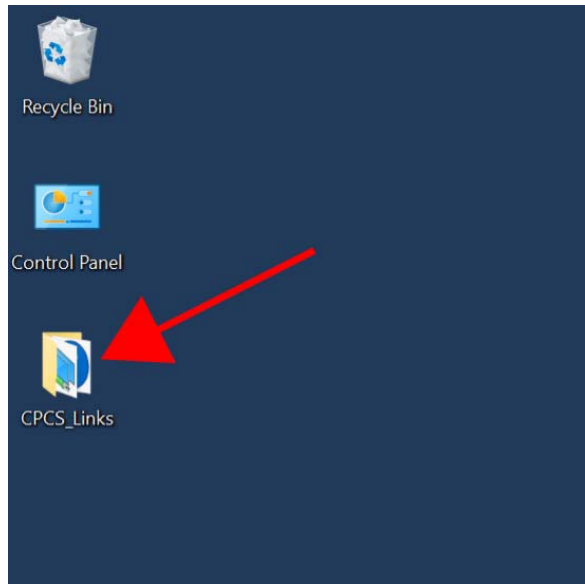
LANDLORD QUESTIONNAIRE

- **Answers are currently being reviewed**
- **Follow-up**
 - **HVAC – Air Intake/Filtration**
 - **Cleaning procedures**
 - **Bathrooms (shared and in-office)**

IN ORDER TO REOPEN

- **Safety Resources installed**
- **Landlord questionnaire reviewed**
- **Office Reopening plan**
- **Deep Clean**

VISUAL DIRECTORY – OFFICESPACE



 Barracuda Spam Filtering	10/30/2019 2:51 ...	Internet Shortcut	1 KB
 CASEY	1/2/2020 4:43 PM	Internet Shortcut	1 KB
 CMS	3/29/2016 2:43 PM	Internet Shortcut	1 KB
 Concur	9/19/2019 6:39 AM	Internet Shortcut	1 KB
 External Web Site	3/29/2016 2:40 PM	Internet Shortcut	1 KB
 HR Forms	3/29/2016 2:41 PM	Internet Shortcut	1 KB
 Internal Web Site	1/15/2020 7:15 AM	Internet Shortcut	1 KB
 IT 101 Guide	3/29/2016 2:43 PM	Internet Shortcut	1 KB
 Mass.Gov	3/29/2016 2:44 PM	Internet Shortcut	1 KB
 MassHR	3/29/2016 2:40 PM	Internet Shortcut	1 KB
 OfficeSpace	3/2/2018 1:22 PM	Internet Shortcut	1 KB
 SSTA	3/29/2016 2:40 PM	Internet Shortcut	1 KB
 TRIS	3/29/2016 2:42 PM	Internet Shortcut	1 KB



When?

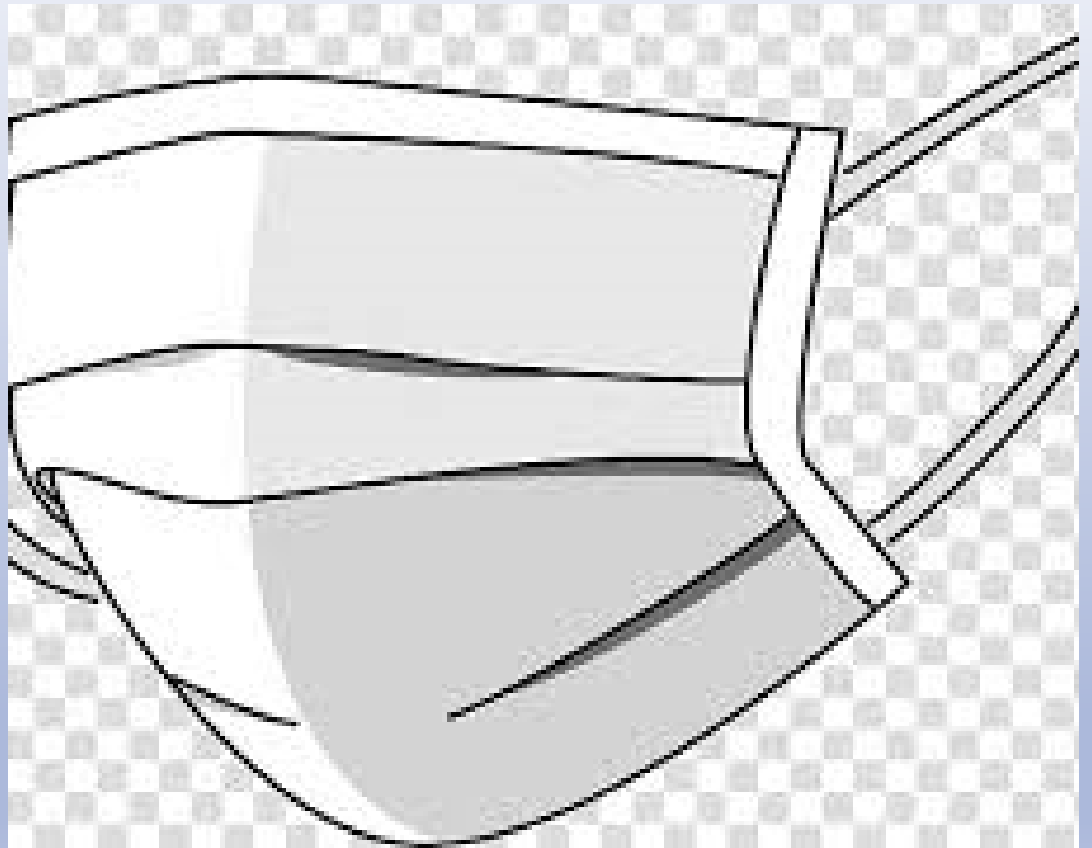


2020 SEPTEMBER

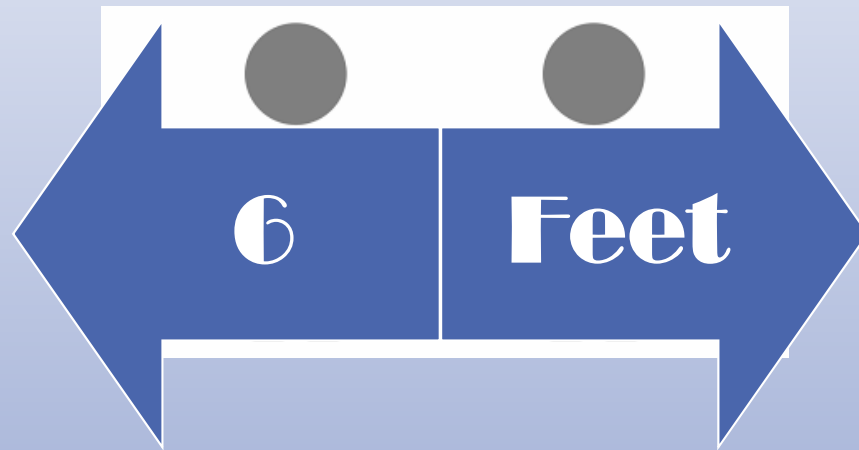
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
		13	14	15	16	17
		18	19	20	21	22
		23	24	25	26	27
		28	29			

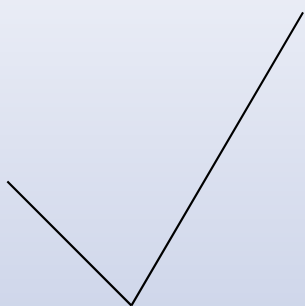
Staff

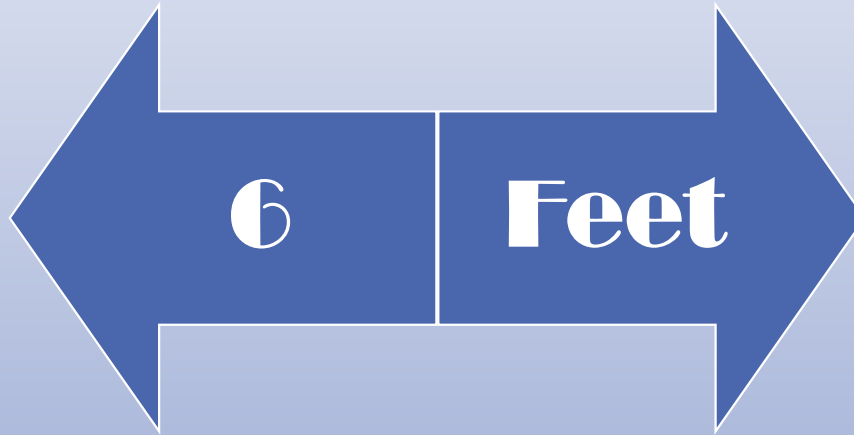
Visitors



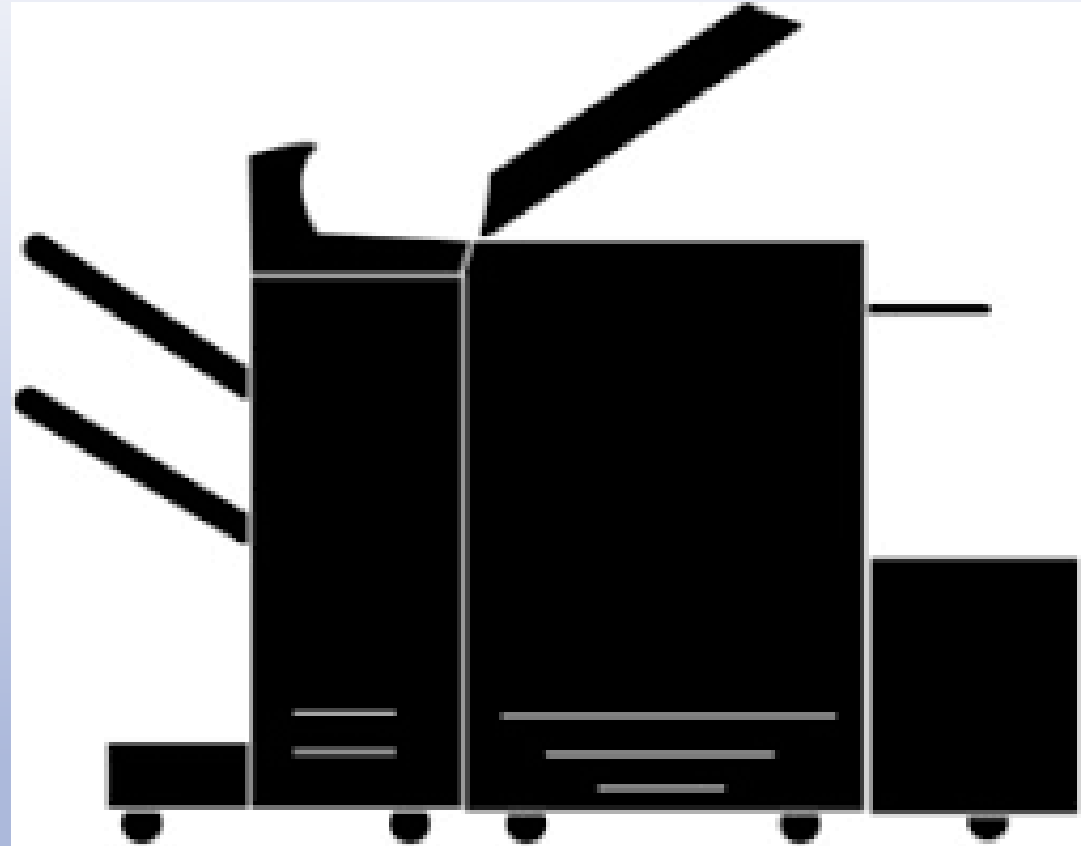












50% Staff in Office At Any Given Time



CLIENT & WITNESS MEETINGS

Health Questions

Contact Information

**Designated Conference
Rooms**

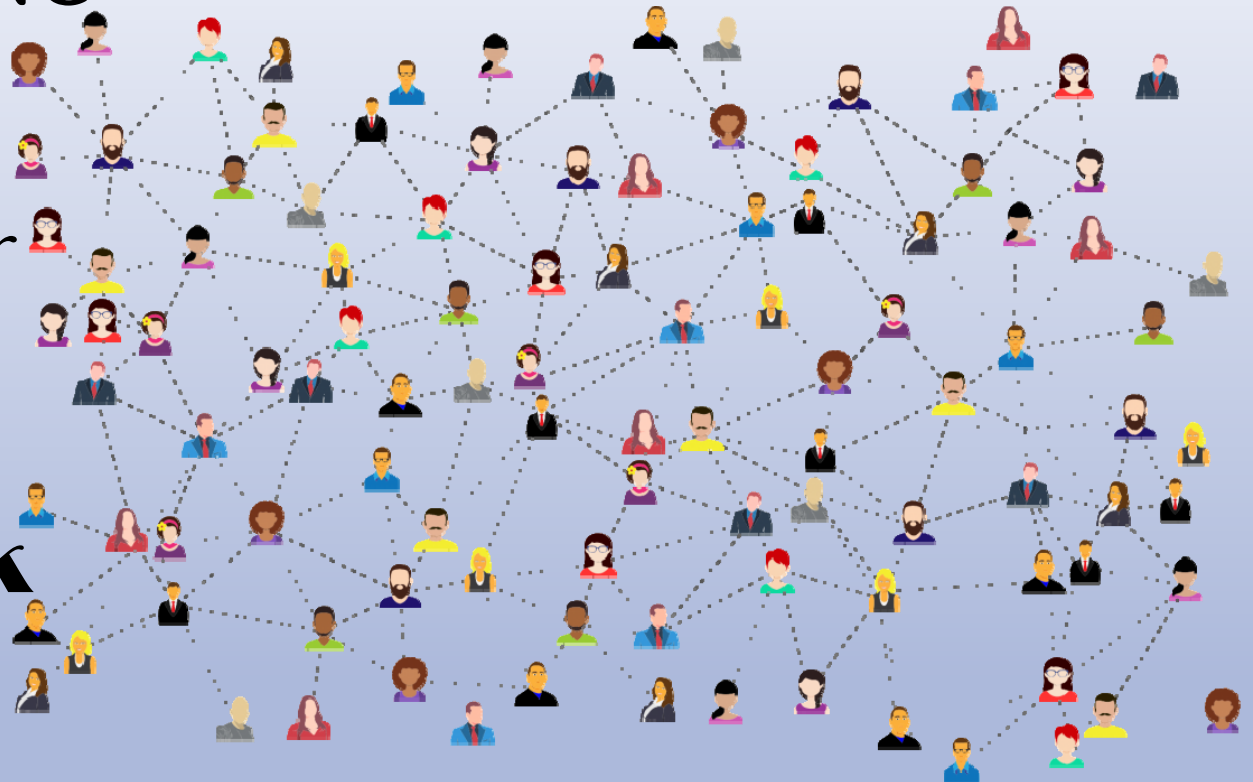
Interviewer = Cleaner



- Visitor is not experiencing any Covid-19 symptoms;
- Visitor has not had “close contact” with an individual diagnosed with COVID-19;
- Visitor has not been asked to self-isolate or quarantine by their doctor or a local public health official.

CONTACT TRACING

- **Staff:**
 - **Key Card or**
 - **Log In**
- **Visitor Log**
- **Health Check**
 - **Staff**
 - **Visitors**



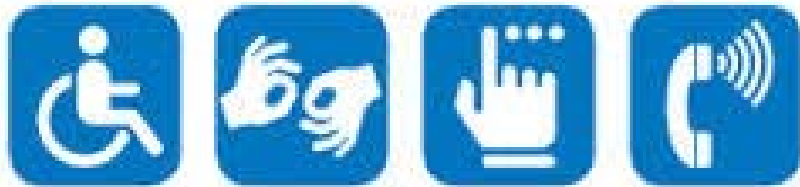
HUMAN RESOURCES ISSUES: HEALTH CHECK INS

- Limited to Employees in the Office
- Survey Monkey Check In
- Only HR Has Access to Information
- Not Substitute for Reporting Illness
- Questions:
 - Employee is not experiencing any COVID-19 symptoms;
 - Employee has not had “close contact” with an individual diagnosed with COVID-19;
 - Employee has not been asked to self-isolate or quarantine by their doctor or a local public health official.



HUMAN RESOURCES ISSUES

Requesting a Reasonable
ACCOMMODATION



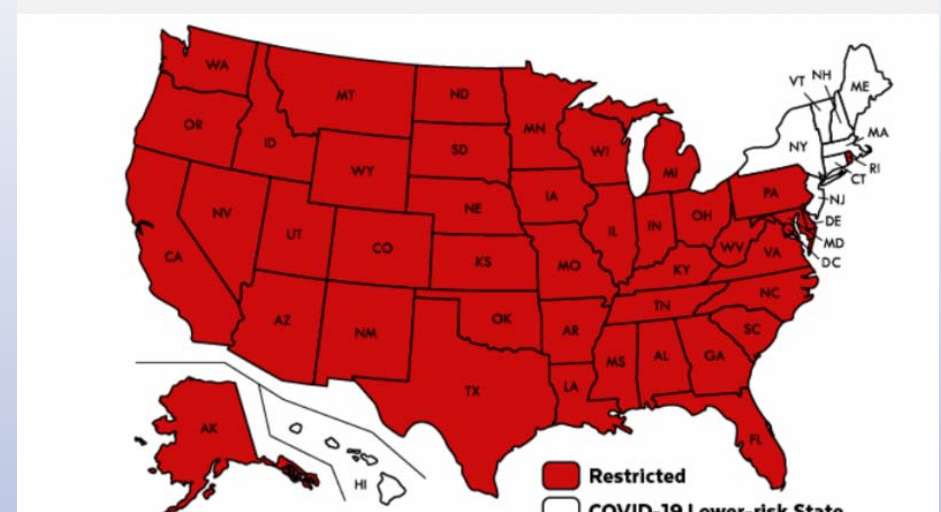
FMLA

THE FAMILY & MEDICAL LEAVE ACT



Out of State Travel

- General Rule: Return from State Not Designated as Low Risk by DPH must Quarantine for 14 days or Produce a Negative Result from COVID-19 Test Administered Within 72-hours Before Arrival.
- Employees Must Notify Managers Before Planned Travel to Non-Low Risk State.



RETURN PLAN TEMPLATE FORM

***Requirements Marked with an Asterisk Require Coordinated Planning with All AIC/Unit Heads of Co-Located Units**

Office Location: _____

Division or Unit: _____

AIC/Unit Head Completing the Plan: _____

Plan Coordinated with Following AICs/Unit Heads: _____

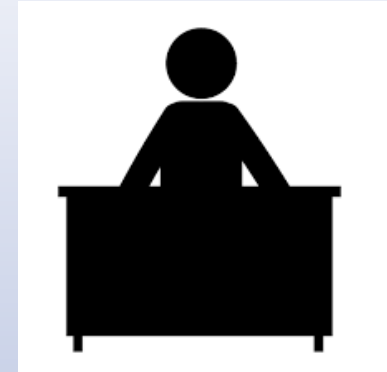
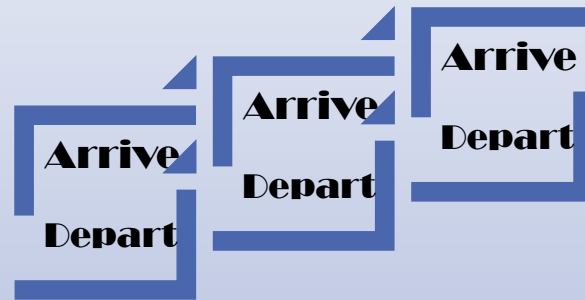
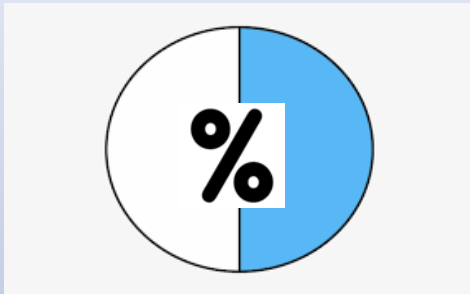
Managing Director Approval: _____

Director of Administration & Operation Approval: _____

Date: _____

REQUIREMENT	OPTIONS to MEET REQUIREMENTS; CONSIDERATIONS	ACTION TAKEN
Daily Logs		
1. Staff – Daily Attendance Log	Keycard or Electronic; Consider Need to Block any Entrances to Ensure Keycard Use	
2. Staff –Daily Health Log	Electronic	
3. Visitors – Daily Attendance Log*	Spreadsheet	
Visitor Protocols		
1. Visitor Notice on Outside Door*	Office Contact information; Notice of Mask and Health Survey Requirements.	
2. Visitor Health Survey*	Electronic or Paper	
Visitor Health Questions	Instructions provided for all Staff	

OFFICE SPECIFIC PLANS



Office Covid-19 Exposure

- Employees Urged to Notify Manager & HR
- Manager to Notify HR
- Close Office
- Notify Board of Health
- Notify Office Staff
- Deep Cleaning; Disinfecting

CPCS OFFICES $\neq$ COURTROOMS



Timing & Current Rules

- Reopening Dependent on Virus, Governor Baker Directives & Opening of Courts
- While Offices Closed
 - Remote Work Whenever Possible
 - Masks
 - Manager Discretion
 - Ask for Assistance

Q&A