



CambridgeSeven

Office Re-entry Guidelines

June 5, 2020



As we contemplate returning to the office we want to remain mindful of the contagious quality of the COVID-19 virus and the guidelines that have been outlined by the CDC, the Commonwealth of Massachusetts and City of Cambridge to prevent the spread of the disease. The following measures and steps will be implemented within our office space at 1050 Massachusetts Ave for your health and safety. The landlord will also be providing additional security protocols so that the building itself remains a safe environment. The new procedures are outlined below to give you a sense of what to expect upon returning to the office. We will not be returning to a business-as-usual office environment, at least for now, but we do believe that these steps will allow us to use the office space while maintaining safe distancing and improved sanitary practices.

We are architects and designers, as such we know how to design and adapt for change. The office will feel and look a little different, but we intend for it to be done beautifully and with an eye towards enhancing the space rather than detracting from it.

The plan is as follows.

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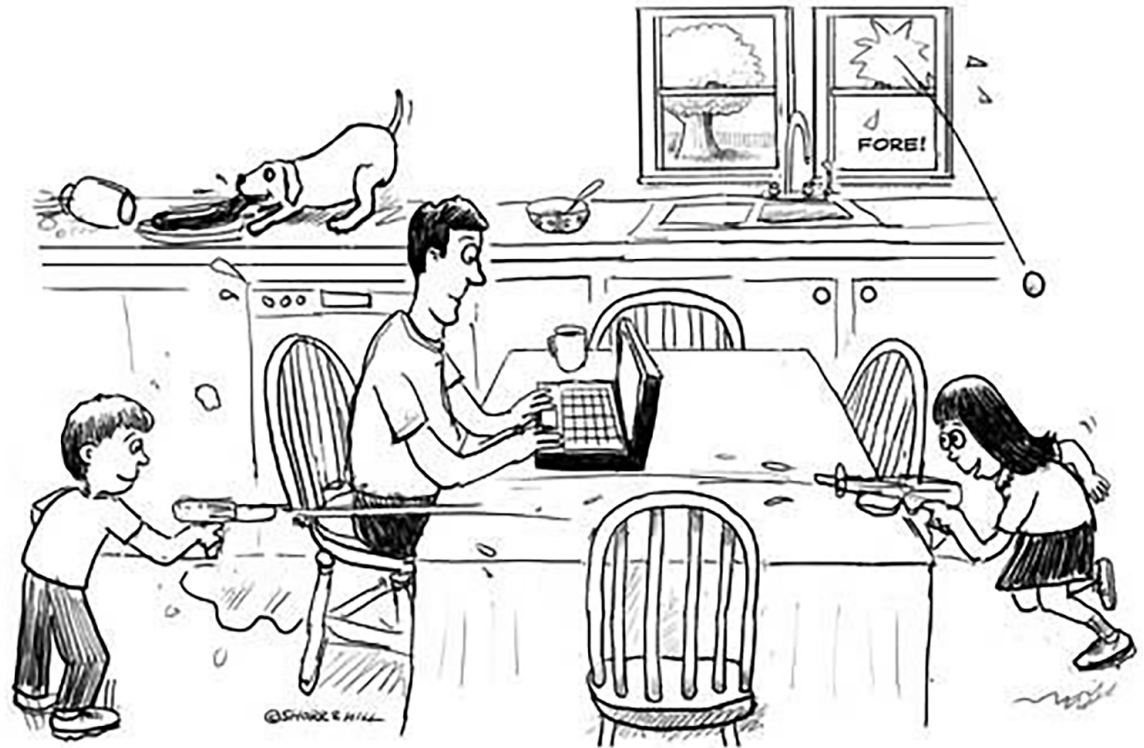


Returning to the Office

The most important aspect of this plan is

Your Safety, Health and Wellbeing.

We are not going to insist that you must return to the office when it is finally opened. We understand that circumstances are different for each individual and that you are responsible to determine when you feel safe to return to the office. If you elect to remain working from home, that is fine; we ask that you maintain close contact with your project manager and team via the methods presently in use.



BOB WORKS FROM HOME TO ESCAPE THE DISTRACTION OF OFFICE CHIT CHAT.

The Building

The landlord has established some guidelines for the building's use. These include:

- Elevators to be used by no more than 2 people. Please wait in the lobby until it is your turn. We ask that employees and visitors respect social distancing guidelines and wear a face mask and limit any talking inside the cabs.
- All the HVAC filters will be changed to high MERV rated filters.
- AGB Cleaning has continued to clean both common areas and tenants' suites daily, with a higher focus on high touch points.
- Lincoln Property Company will be adding signage regarding social distancing throughout the building. This will include signage in the main lobby, elevators, restrooms, and stairwells.
- Per the City of Cambridge temporary emergency order, face masks are now required in all public places including commercial buildings. Visitors and vendors will also be required to wear a face mask in the building. If scheduling a visitor or vendor, please make them aware of this new ordinance.
- All building staff are also required to wear a face mask while in common areas of the building.
- A hand sanitizer stand has been ordered and will be placed in the main lobby.
- The elevator call buttons in the elevator lobbies and inside the elevators will be wrapped in plastic, cleaned throughout the day, and changed daily.
- We also ask that restrooms be limited to no more than 2 employees at a time.

MAXIMUM

2

CAPACITY

Face Coverings

Currently the City of Cambridge has stipulated that all persons should be wearing face masks when in public or in public spaces including commercial office. We will require masks when in the office while that regulation is in place.

- While the office will have a supply of masks, we encourage you to have your own supply as well.

Staggered Scheduling

We are instituting a staggered schedule for returning to the office. The schedule will be based on best practices: four-days in the office followed by ten days out, working from home on the work days. This gives maximum protection from the virus and allows ten days away from your office colleagues if you do become infected.

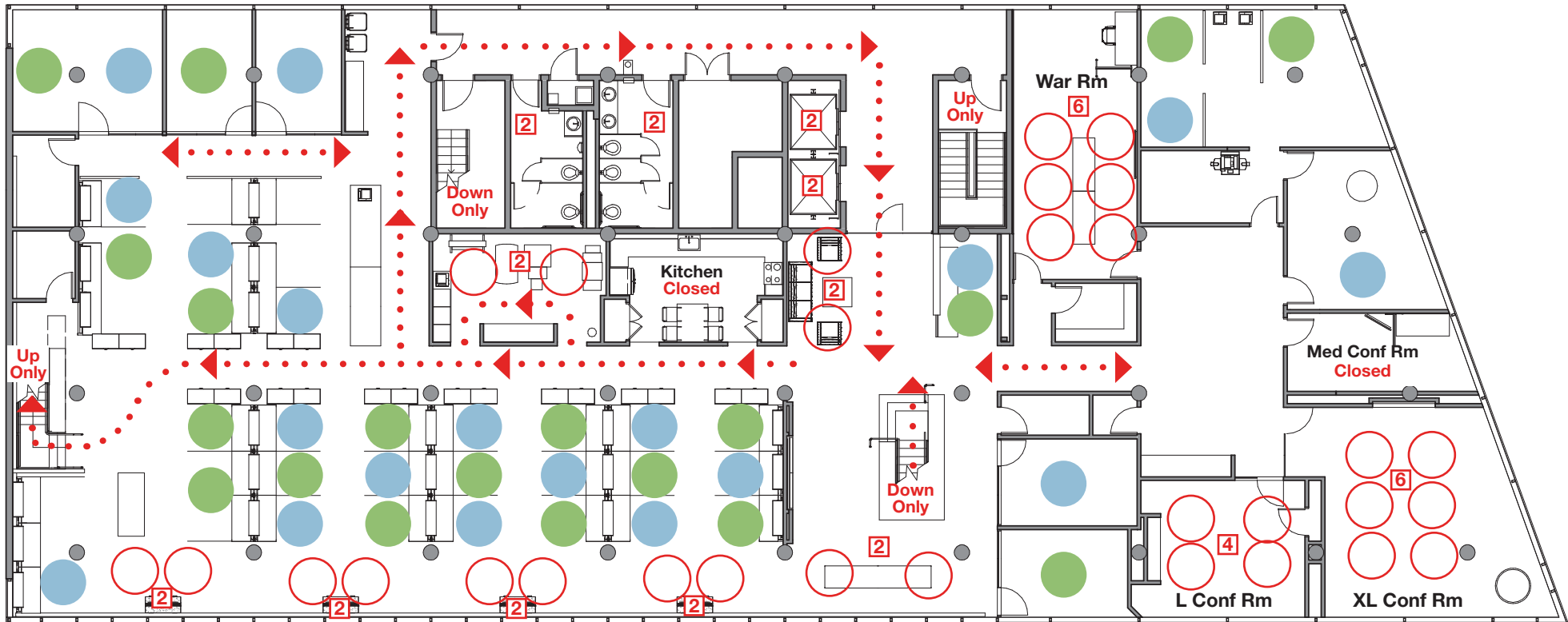
There will be two groups established, the Blue Group and the Green Group. The Blue Group will return on the first Tuesday of the week that the office is open. The Green Group will continue to work from home on the first week. The Green Group will return to the office on the first Tuesday of the second week. The Blue Group will work from home on the second week. A list of the group assignments is attached to these guidelines.

- This will allow more space in the office for maintaining social distancing and importantly, limit the potential virus exposure to less than half the office
- The makeup of the groups is based on the present seating layouts, which ensures an empty station between each two employees on the weeks they are in the office.
- We will continue this alternating schedule of the two groups until it is safe to have everyone in the office based on Public Health guidelines.
- Upon entering the office each morning please wash your hands for a full 20 seconds before going to your desk.



Week 1	M T W T F
2	M T W T F
3	M T W T F
4	M T W T F
5	M T W T F
Etc.	

5th Floor Plan



Blue Group



Max. Room
Occupancy



Green Group

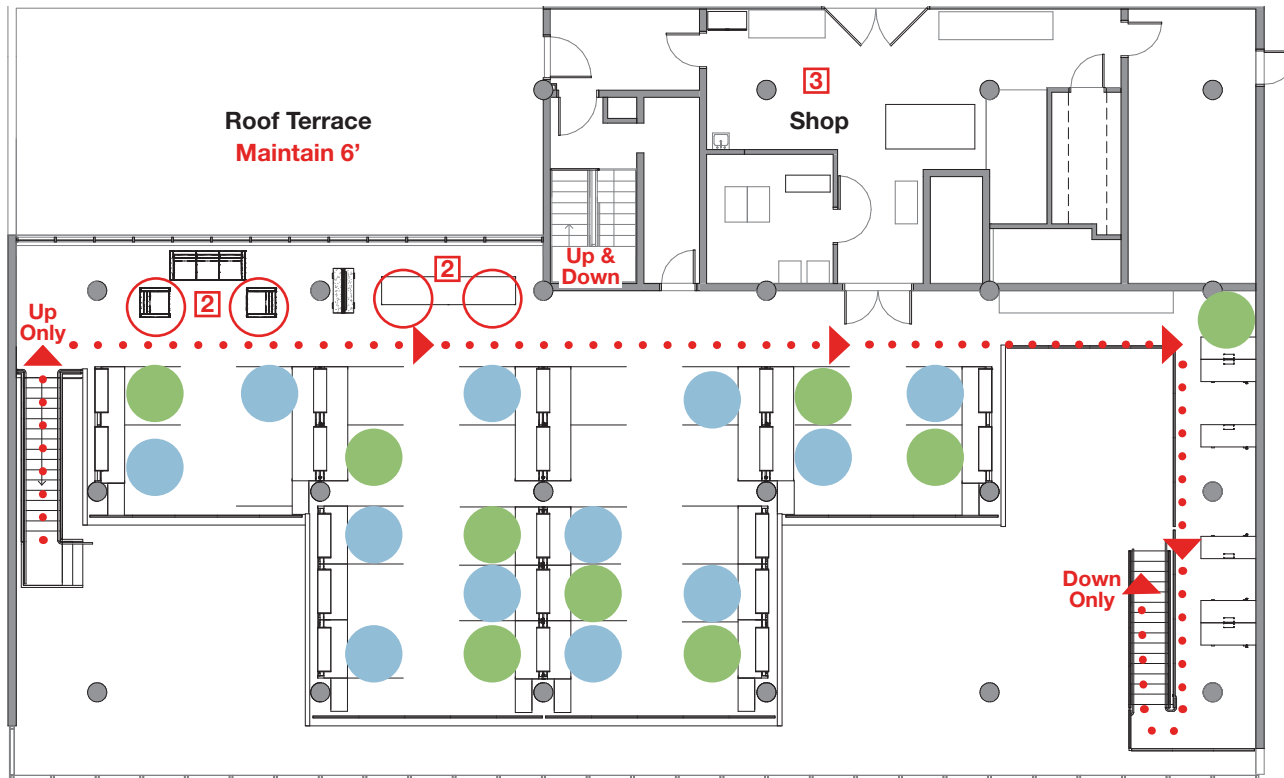







Circulation Direction



6' Social
Distancing Circle
Clearance

Mezzanine Floor Plan



-  Blue Group
-  Green Group
-  6' Social Distancing Circle Clearance
-  Max. Room Occupancy
-  Circulation Direction

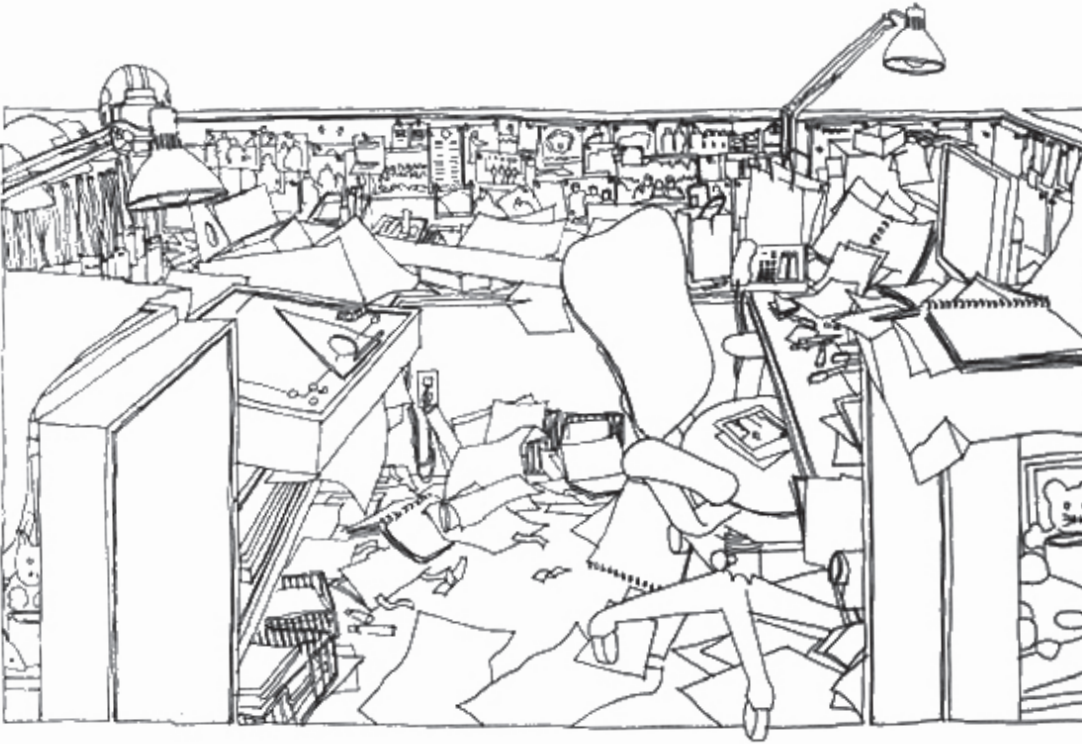
Office Layout and Circulation

The office will remain as presently configured, however there will be new guidelines for daily use and circulation. Attached to these guidelines is a floor plan of the office with the Blue and Green group seating identified, along with the new flow paths for circulation.

- There will be a one-way circulation path established to prevent proximity between one another when walking around the office. The one-way traffic flow will be identified via floor-mounted decals.
- The mezzanine stairs will each be one way.
- The exit stairs will also be designated as one way. This, of course, is void during an actual emergency where both stairs will be for exiting the building.
- The kitchen will be blocked off except for handwashing. (see more kitchen detail below)
- Conference rooms will be limited in capacity. (see more conference room detail below)
- The front desk will be operating. (see more information on front desk function below)



1
WAY



Clean Desk Policy

The COVID-19 virus means that we must be more vigilant than ever keeping office surfaces clean, therefore, we are instituting a “clean desk policy.” Each evening when you leave, your work surface must be clutter free. We are also asking that you disinfect all surfaces in your work area every morning and evening using an approved cleaning product.

A clean desk also addresses cyber security concerns. The internet security video that we all watched reminded us that anyone who can peer over your shoulder can find information that could then be used in a compromising way over the internet. It could be classified company information, client materials or personal documents that could easily be seen and the used in a scam. So, by keeping your desk clean these issues are lessened.

Kitchen

When we re-open, the kitchen will be closed to all food preparation, storage usage, eating or gathering. This will be in effect at least for the summer months; we will then re-evaluate. The primary use of the kitchen for now shall be hand washing.

- There will be no cooking in the kitchen.
- The refrigerator will not be used by staff.
- The dishwasher is not to be used for any personal items.
- The kitchen is only to be used for hand washing.
- There should be no gathering or congregating in the kitchen.

**Coffeeeeee!**

The office will provide take out boxes of coffee. Disposable cups will also be provided during this time of social distancing. It is preferred for the short term that we do not use office mugs for coffee or tea.

Water

The office will provide bottled water for staff usage. Dispose of your container in the recycling bins for plastic.

Lunch

As we open the office, the kitchen will be closed and it is doubtful that all area restaurants will be open.

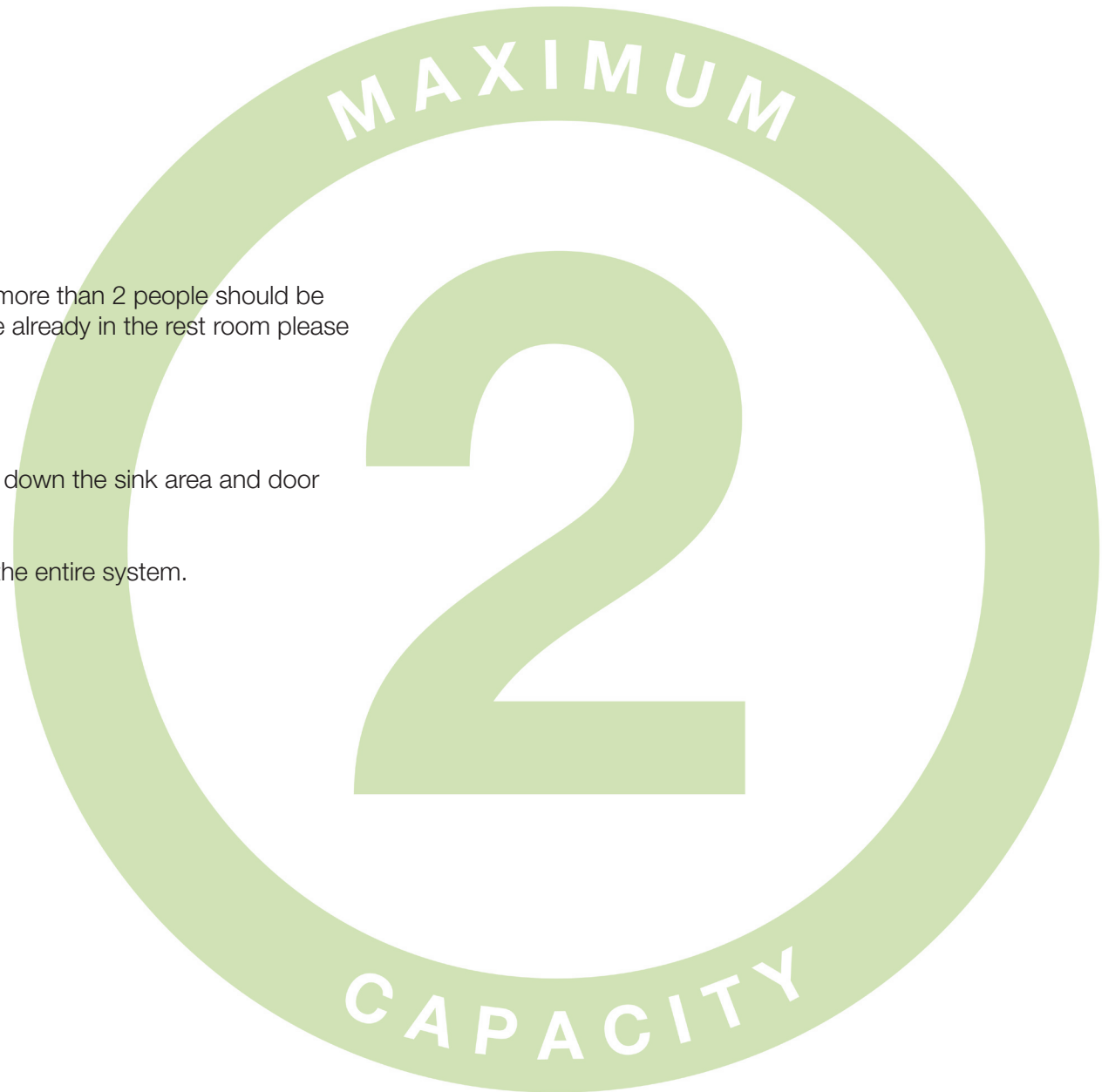
- There will be no food prepared in the office.
- All staff are encouraged to bring lunch from home.
- Because there will not be a refrigerator, a cold pack cooler is suggested.
- Utensils, plates, etc., should be taken home to be washed.
- Plan to eat at your desk or on the roof deck depending on weather and social distancing opportunities.



Restrooms

The toilet rooms of course will always be available. No more than 2 people should be in the rest rooms at any one time, if you find two people already in the rest room please stand outside until one has exited before going inside.

- We ask that you wash your hands after use.
- Use the Lysol wipes provided in each room to wipe down the sink area and door handles and knobs.
- Do not throw the wipes in the toilets, they will clog the entire system.

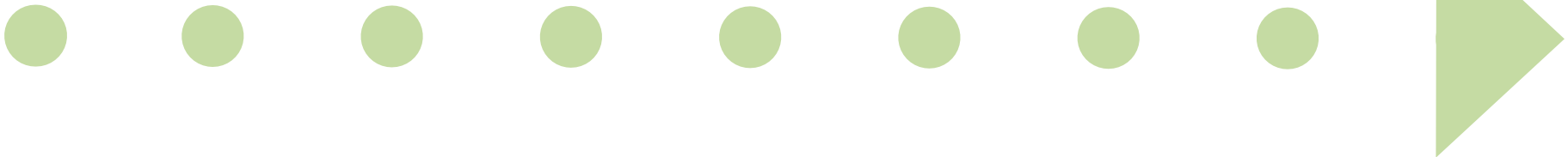
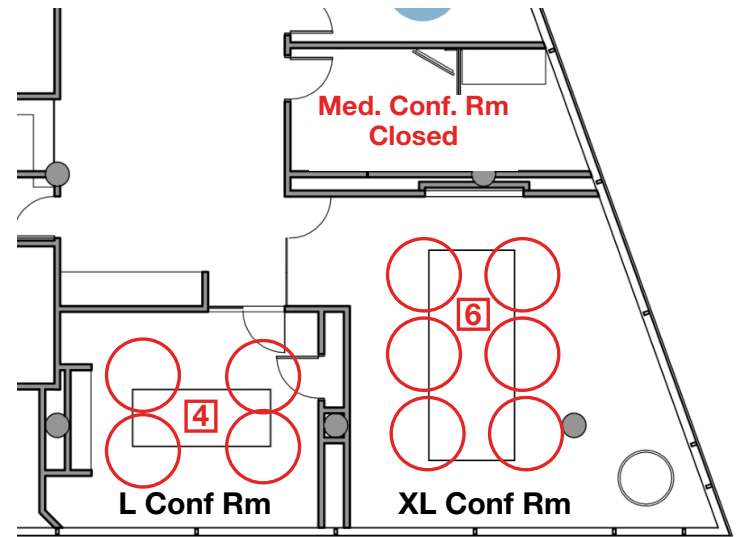


Conference Rooms

Conferences are available for limited meetings. For the time being, we hope that we will continue with Zoom/GOTO, etc. for face-to-face meeting times, even within the office. This is especially relevant given that some of our team members may still be working from home and others within the office. To keep everyone together, we recommend maintaining the teleconferencing setups that we all now employ. Please be respectful of those around you and use headphones while on teleconferencing calls.

If it is necessary to meet within a conference room, the following procedures must be followed:

- Each room will be posted with the occupant load and floor markers will delineate social distance spacing (6'). You must remain within your space for the duration of the meeting.
- The XTRA large conference room will hold no more than 6 people. All chairs except for 6 will be removed from the room until further notice.
- The Large conference room 4 people.
- The Medium conference room will be unused as it is too small for safe use.
- After meetings, please use Lysol wipes to clean the table, chairs, door handles and



Printers

When using printers or binding equipment, please use a capacitive touch tool or wear gloves to punch codes into the machines. All paper handling or removing jams, etc. shall be done while wearing gloves, which will be provided near the machines. This will remove all unnecessary human touching of the machine.

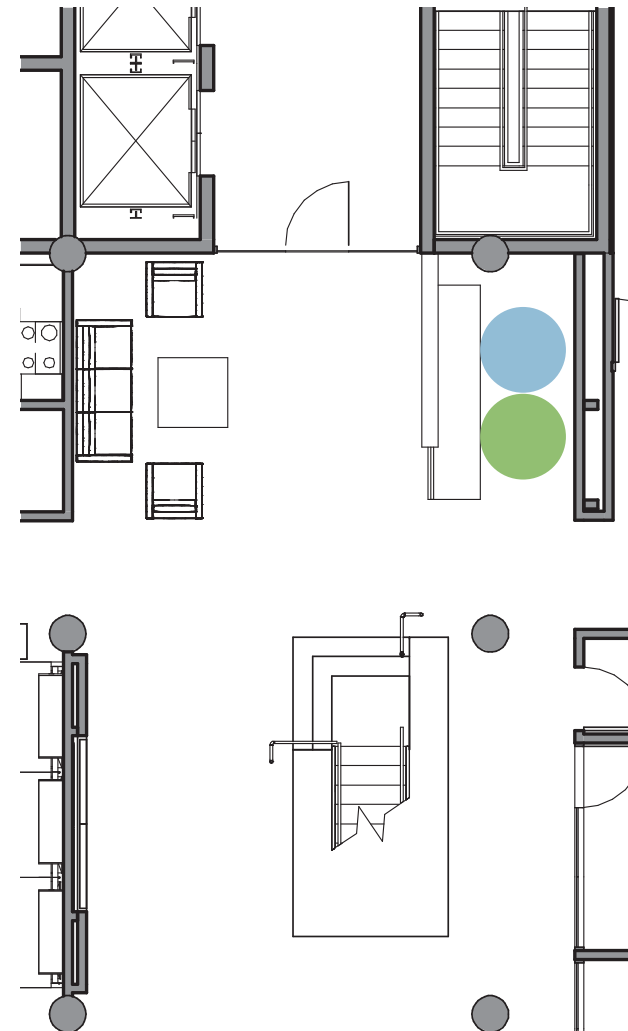
- This equipment is owned and maintained by Blu Edge and they may implement other protocols for usage; please follow any supplemental instructions provided.

Front Desk

It is always our plan to have the front desked attended. We will be installing a face shield (sneeze guard) at the front desk to protect the occupant. The front desk will screen calls as usual and will receive packages delivered to the outside elevator lobby. No one except employees and the landlord's staff will be admitted to the office. Because we will be working on a staggered schedule basis, it is very important that the front desk always know where you are when you are in the office. We ask that you send the front desk an email each morning alerting them to your office presence and update the office calendar.

Visitors

For the foreseeable future we will not be allowing visitors into the office. This includes clients, consultants, guests, and vendors. There will be no lunch hour presentations or informal product reviews for now. Over time we expect this rule to be relaxed.



Packages

As of now the building's front door will likely be open for business, if so, packages will be delivered to the office. We will likely be receiving them within the elevator lobby and not at the front desk. This will be addressed with UPS and Federal Express in the near future. Once you receive word that a package has been delivered, we would like you to do the following:

- Wearing disposable gloves and a mask take the package and disinfect it all over with Lysol wipes.
- Allow the package to remain unopened for at least 24 hours in a protected area. Open the package with gloves on and wearing a mask.
- When sending packages the typical procedure applies, the person at the front desk will help with any package to be sent from the office.



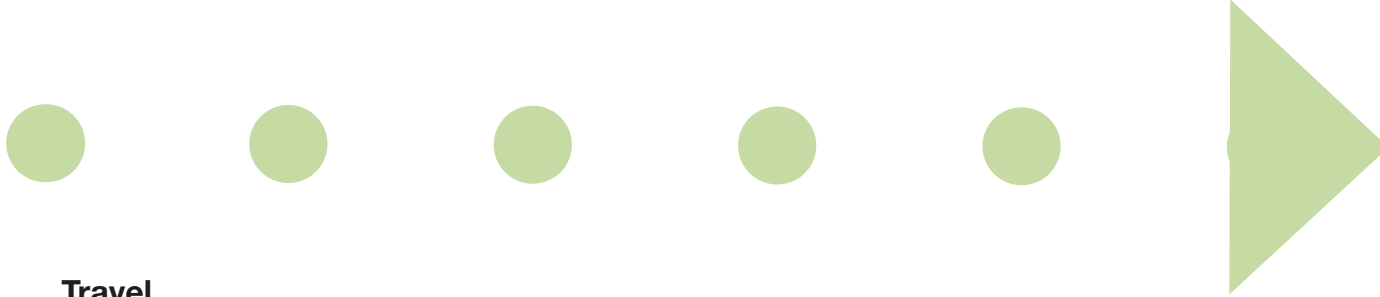
Site Visits

Over the past few months our office has continued, in some instances, to make site visits during construction. As construction restarts on other projects, we ask that you follow similar procedures, as outlined below:

- Whenever possible ask for construction photos of a problem area before making a trip to the site, many issues can quickly be resolved in this manner, as we have now learned over the past eight weeks.
- Suggest as a first action that contractors provide remote options for observation such as videos, scans, photos, etc.
- It is our policy that you must wear a protective mask and construction gloves at all times when on site. You must also follow any protocols established by the contractor or owner.
- If you are invited to a site and the parties you are meeting with do not have a protective mask on it is our policy to have you ask them to wear one. If they choose not to do so you are within your rights to leave the premises and reschedule.
- Try and arrange site visits to off hours when the site would be less congested with construction workers and therefore would encourage easier social distancing.
- Avoid any crowded construction elevator or area where several people have congregated. Similarly avoid densely packed construction trailer conferences.
- If you have an office space within a trailer or on site, make sure there is social distancing between work spaces. Disinfect your workstation daily.
- Note that job site safety requirements will vary based on municipality and jurisdiction.

MASK

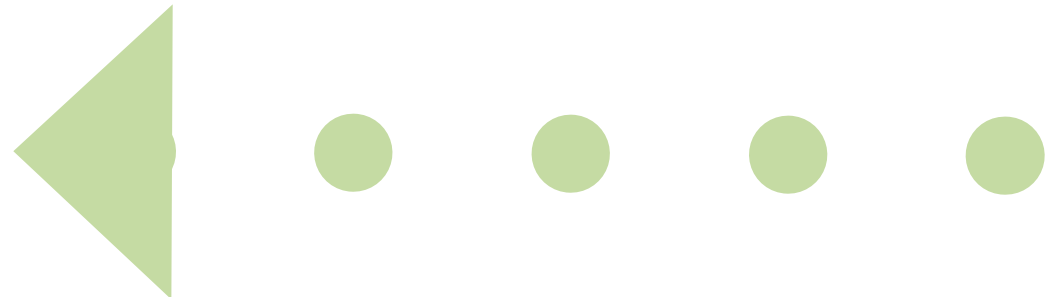
REQUIRED



Travel

Travel is a large part of our business. Our clients are spread all over the country and internationally, as well. Traveling for CambridgeSeven will require the following evaluation and procedures, at least for the short term. These include:

- Is the travel absolutely necessary?
- Could you accomplish the same objective via conference call or a Zoom meeting format?
- Is the client insistent that your presence is an absolute requirement to fulfill the criteria of the meeting or engagement?
- Is this for an interview or other marketing event where your physical presence will make a difference in the award of the project?
- PPE should be worn on all flights.
- If you travel to a location where the virus is still present please quarantine at home for two weeks after returning from the trip. Do not come to the office.
- Seek approvals for the travel from management prior to booking.



Roof Deck Usage and Gardening

Use of the roof deck is encouraged but only while maintaining social distancing.

- If you choose to eat your lunch on the deck, be sure you maintain 6-foot separation from colleagues at all times.
- The garden will be in operation. Plan your schedule to maintain it with your colleagues so that not more than 2 people are working at once and again, with proper social distancing.

Sickness

As always, and even more significantly now, if you are sick you should remain at home until well. This is true even if it is not COVID-19. Any illness should be treated the same way, stay home, rest, recover and most importantly, do not come to the office where you might cause another to be infected.

COVID-19 Testing Results

If you or your family do contract COVID-19 and have tested positive for the virus, please alert the office immediately by phone and also in writing. Provide us with a list of those people with whom you have had close contact with over the past several days, this includes people in the office and outside of it. Obviously, do not come into the office until you are better and virus free as advised by your physician.



Stay Safe. Stay Healthy.

