

RETURN TO OFFICE PLAN

Plan as of June 5, 2020

INTRODUCTION

Please note this document serves as Wightman's COVID-19 Preparedness and Response Plan.

The guiding principles for **Wightman's Return to Office Plan** are as follows:

- **Use common sense and respect the varying risks and opinions others may have on this topic.**
- **Adhere to State and Federal Requirements.**
- **Adopt additional practices to balance the safety, inconvenience, cost, and potential impact to our business in the event employees or visitors are infected**
- **Provide accommodations for those who are not able or do not feel safe returning to work in the office.**

This Plan will be updated as more information is provided by the regulatory bodies and we understand the impact the plan is having on us. Our goal is to minimize the collective impacts on you, your family, our clients, the business, and our community; understanding that the impact to some is the inconvenience of the policies and for others is the impact of the infection of a high risk family member. As a company, we must respect these widely varying risks and perspectives.

STATE AND FEDERAL REQUIREMENTS

CDC guidance

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

OSHA guidance

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

The most recent Governor's Order

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-521682--,00.html

A summary of the applicable requirements in the Governor's Executive Order 2020-91 regarding returning to work in an office can be found in L:\Human Resources\COVID19\State and Federal Summary.pdf.

WHAT IS WIGHTMAN DOING?

CLOSED TO PUBLIC

IN ORDER TO HELP
PREVENT THE SPREAD
OF COVID-19, WE ARE
CLOSED TO THE PUBLIC
UNTIL FURTHER NOTICE.

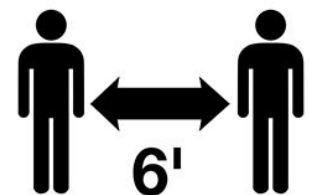
Please Practice Social Distancing!

Wightman will be doing the following:



- **Keeping our Offices closed to the public.**
Visitors who will be entering our Offices must be there for work-related reasons, complete our Pre-Screening Form, have a scheduled meeting time. <https://arcg.is/0DuGW9>
- Manage HVAC system to provide outside air, filtration and relative humidity of 40-60% within the limits of the existing equipment.
- Ensuring that we have, and maintain, adequate supplies and place hand sanitizers in multiple locations. Each Office will have hand sanitizer stations placed at designated entrances/exits, bathroom, copiers and within large shared workspaces.
- Visit CDC website for information on coughing and sneezing etiquette https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html and handwashing <https://www.cdc.gov/handwashing/index.html>.
- Arranging for the Wightman cleaning contractor to complete a deep cleaning that follows OSHA and CDC Pathogen Standards, prior to personnel re-entering the Offices or when suspected or confirmed cases of COVID-19 occur. Additionally, offices will be cleaned and disinfected each night during the weekdays, using EPA recommended cleaners and disinfectants.
- Furnishings (hard- or soft-surfaced) will be adjusted. The number of chairs left in an area will be limited to a number which allows for 6-foot social distancing between individuals. Movement of chairs or other furnishings into areas to facilitate larger groupings, is prohibited.
- Locking doors or using physical indicators to delineate no-go areas to reduce areas and cost to clean offices (i.e. kitchens, upstairs areas or basements).
- In areas where 6-foot spacing in corridors and between individual workspaces cannot occur, workstations will be relocated or a physical barrier be installed.

**PRACTICE
SOCIAL
DISTANCING**



RETURN TO WORK PHASES

Wightman is required by the Governor to promote remote work to the fullest extent possible. Therefore, we are arranging for personnel to return using a phased approach based on the Return to Work Survey and regulatory guidelines; this approach limits the number of individuals returning to offices during each increment.

We will support remote work options; now and in the future. People who choose to work remotely going forward should discuss their desires with their manager and leadership.

If suspected or confirmed cases of COVID-19 do not present themselves after 4 weeks of Group 1 entering an office facility, employees designated as being in Group 2 may re-enter. This will continue for remaining groups, if individuals want or need to work in the office. Group classifications and numbers for each are provided below. Changes to groups individuals are allotted to; must be approved. Information related to the phased approach is provided below:

Please note: if you need to be in the office you need manager approval in order to do so and must complete the daily health screen before going in.

| Group | Definition |
|-------|---|
| 0 | Field crew or work from home |
| 1 | Want to return in Phase 1 and have technology limitations |
| 2 | Want to return to the office and have a personal reason for wanting to work in the office |
| 3 | Successful working from home and have a personal reason for wanting to work in the office |
| 4 | Good working from home and no personal reason to work in the office |
| 5 | Need to work from home for personal reasons |

It is anticipated that the Groups will return on the following dates:

| Group | Date |
|-------|---|
| 1 | June 8, 2020 |
| 2 | July 6, 2020 |
| 3 | August 3, 2020 |
| 4 | September 8, 2020 or when executive order lifted or continue to work remotely |
| 5 | When executive order is lifted or continue to work remotely |

*****These dates are tentative and may be adjusted based upon state and federal orders, etc.***

WHAT IS WIGHTMAN DOING?

Wightman has established the following administrative controls; which are essential for our Return to Work initiatives to be successful:

- We have established a COVID-19 Team who are responsible for COVID-19 related issues and their impact at to the organization.
- The COVID-19 Team is educating and training personnel on new processes regarding COVID-19, and the use of PPE while in the workplace.
- Wightman will continue to support remote work for both vulnerable/at-risk individuals and those who are not considered as being vulnerable/at-risk. Wightman ensures all personnel will not be subject to negative connotations or actions based on their decision and/or need to continue to work remotely through the pandemic.
- Flexible sick leave and supportive policies and practices. See HR for more info.
 - SHRM Families First Coronavirus Act
 - Emergency Paid Sick Leave
 - Emergency Family Medical Leave
 - Maintain benefits with reduced hours
- Wightman has designated an accountable person in each office; to provide Policy oversight and ensure compliance:
 - Allegan: Mickey Bittner
 - Benton Harbor: Matt Davis
 - Kalamazoo: Gary Hahn
 - Royal Oak: George Kacan

Please contact one of these Site Supervisors, HR or a member of the COVID19 team to report any unsafe work conditions.

- Personal Protective Equipment (PPE) has been made available to personnel, for use while working in our Offices. This supply will be inventoried and maintained to ensure that we can continue to:
 - Provide cloth face coverings to employees.
 - Provide gloves to employees as required and requested.
 - Provide safety glasses to employees as required and requested.

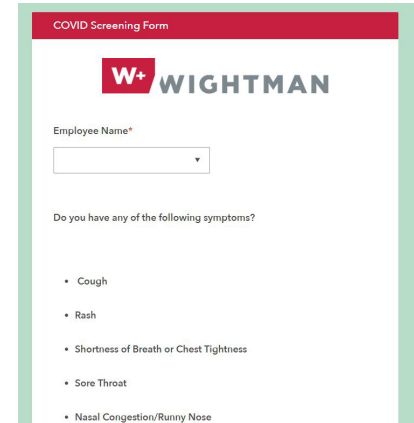
You are required to review and understand how to properly use PPE. See CDC guidance on cloth face coverings and wearing gloves located here:

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



WHAT DO YOU NEED TO DO?

- **Use common sense, practice good hygiene and be socially responsible.**
- Do not work in the Office until your Group has been approved to commence doing so or you have gained approval. Employees should continue to choose to work remotely when appropriate for you and the firm.
- **Daily health Pre-Screening Forms must be completed by all employees leaving their home to conduct work on behalf of Wightman.** <https://arcg.is/afvqv>
 - All visitors must be screened prior to entry to Office facilities.
 - Managers are responsible to ensure that all personnel working outside of their home are completing required Forms.
- All personnel must stay home and contact Human Resources (HR) and/or your Manager if you are sick or have been in contact or exposed to someone who has been either suspected or confirmed as having COVID-19.
- Employees who report to work ill or demonstrate symptoms will be sent home in accordance with the CDC health guidelines.
- All personnel who have been ill with symptoms or have tested positive for COVID-19 must be cleared by HR before returning to work.
- All personnel must respectfully avoid being near people who are sick or appear to be sick and advise HR or your Manager immediately if you suspect someone may be ill with COVID symptoms.
- Should you start to become sick while working, contact HR or your direct supervisor and leave work. You should go home or seek medical treatment, depending on the severity of your symptoms. Contact HR to inform them of your illness as soon as reasonably possible.
- All scenarios above: the employee will need to complete the “FFCFRA _Leave Request Form” found on the shared drive: L:\Human Resources\COVID19 and return to their manager & HR. They will also need to complete their timesheet in Ajera using paycode: zz-COVID-19 FMLA to track their time.
- **Cloth coverings (i.e. masks) must always be worn when you are in the Office and cannot maintain 6-foot social distancing.**
- **Desks and personal workspaces must be clean, organized and free of items not essential for effective and efficient work so the spaces may be cleaned more efficiently.** Personal items such as diplomas, pictures etc. can remain in your office. Boxes can be provided for project files that must be archived.

A screenshot of a web-based COVID screening form. The form has a red header with the text "COVID Screening Form" and the Wightman logo (a red square with a white "W+" followed by the word "WIGHTMAN" in blue). Below the header, there is a field for "Employee Name*" with a dropdown arrow. Underneath, it asks "Do you have any of the following symptoms?" and lists five symptoms with radio button options: Cough, Rash, Shortness of Breath or Chest Tightness, Sore Throat, and Nasal Congestion/Runny Nose.

WHAT DO YOU NEED TO DO?

- Clean common surfaces you touch in the bathrooms, copier, doors, water dispenser, conference rooms etc before each use and your desk, keyboard, armrests, telephone twice daily.
- Refrain from using colleagues' phones, desks, offices, or other office tools and equipment when possible. If you must use a colleagues work supplies, disinfect prior to and after use is mandatory.
- Refrain from handshaking, hugs or other physical contact, while encouraging the use of other non-contact methods of greeting.
- **The following items are now considered as being prohibited:**
 - **Open food and food-sharing.**
 - **Use of fountains and reusable dishes/cups/utensils.**
 - **Pets, children and spouses (i.e. non-work-related visitors) within Offices.**
 - **The use of exercise equipment.**
 - **Use of Wightman rental items (tables, chairs, bounce house, etc.).**
- **Employees must use the telephone, online conferencing, email, or MS Teams to conduct business as much as possible even when participants are in the same building.**
- **Employees must refrain from traveling between offices, unless activity is considered essential or approval provided by your Manager.**
- Personnel can use Office Patio and gardens with 6-foot social distancing applied.

We understand these practices will be inconvenient, require us to change our behavior and may reduce our efficiency initially but these are required or important for us to stay safe and reduce impacts to the Wightman family. If you choose not to adopt these policies in the office, you will be asked to work remotely.

CONTACT US

COVID TEAM

President

Matt A. Davis, PE, LEED AP
269.449.6817
mdavis@gowightman.com

Jamie Balkin
269.757.1586 | jbalkin@gowightman.com

Lisa Borre
269.930.4071 | lborre@gowightman.com

Sarah Proceviat
269.605.4425 | sarahp@gowightman.com

Ashley Sonnevil
269.816.3755 | lborre@gowightman.com

Mike Williams
269.217.1325 | mwilliams@gowightman.com

HUMAN RESOURCES

Lisa Borre
269.930.4071 | lborre@gowightman.com

Ashley Sonnevil
269.816.3755 | asonnevil@gowightman.com

Michelle Rush
269.985.3925 | mrush@gowightman.com

ACCOUNTABLE DESIGNEES

Allegan- Mickey Bittner
269.266.2159 | mbittner@gowightman.com

Benton Harbor- Matt Davis
269.449.6817 | mdavis@gowightman.com

Kalamazoo- Gary Hahn
269.207.3849 | ghahn@gowightman.com

Royal Oak- George Kacan
248.840.0875 | gkacan@gowightman.com

RESOURCES RELATED TO COVID-19

Mental and Emotional Health: Community resources are available by contacting 269-381-HELP (4357). The line is open 24/7/365. The call is free and confidential.

COVID Hotline through Spectrum Health 616-391-2380

1670 Lincoln Road (M-40)
Allegan, MI 49010
269.673.8465

433 E. Ransom Street
Kalamazoo, MI 49007
269.327.3532

2303 Pipestone Road
Benton Harbor, MI 49022
269.927.0100

306 S. Washington Ave., Suite 200
Royal Oak, MI 48067
248.791.1371

www.gowightman.com

