



129 Mount Auburn Street
Cambridge, MA 02138
Tel: 888-497-4970
Fax: 617-497-4975
gary@pgcalc.com
www.pgcalc.com

Gary Pforzheimer
President

Massachusetts and PG Calc in the “Start” Phase Updated May 25, 2020

The Massachusetts Department of Public Health (DPH) and the COVID-19 Command Center, in consultation with the Reopening Advisory Board and based on feedback from industry, labor, and community coalitions, has developed Mandatory Workplace Safety Standards (MWSS) to reduce the risk of COVID-19 transmission as employees and customers begin to return to workplaces during the first phase of reopening.

These Mandatory Workplace Safety Standards are applicable to all sectors and industries that will be open in phase one, and create new workplace requirements for social distancing, hygiene, staffing and operations, and cleaning. These standards are being released to give workplaces time to plan and prepare for reopening.

Added to the Mandatory Workplace Safety Standards are Office Spaces Safety Standards (OSSS).

Using this framework, PG Calc’s rules and implementations are below and in purple. Absent any annotation the rules in black are considered self-explanatory. Our rules and protocols, as required, combine the MWDD and the OSSS. See the Intranet for the complete standards and orders, current as of the date of this document and will be updated as updated by the DPH.

These rules are specific to the conformance of operations of the Cambridge office. The PA office remains closed until further notice.

These rules will be posted on the Intranet and will change from time to time (with notice to review any changes being given typically by email). A new section under “HR & Admin” has been created called “COVID Resources.”

For social distancing:

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces. Per signage on the inside door it will be our policy not to allow customers, vendors, friends, family members, or any non-employees into our suite at this

time. In this phase, an exception can be made for building management, heavy deliveries or equipment repair, for example, by prior permission of Ana or Gary. Other deliveries and UPS outgoing mail in the late afternoon should be outside the office door or brought down to the drivers. Everyone in our offices must adhere to all our rules, signs, and protocols.

- Establish protocols to ensure that employees can practice adequate social distancing Our policy is that each employee must spend most of the time in his/her own office and to limit time in hallways. There will be no shared offices during this phase.

We won't be using one-way hallways as it should be easy enough for people to return to an office or change direction rather than having to pass each other, which should be absolutely avoided given the narrowness of the hallways.

Common spaces such as bathrooms, kitchens, and conference rooms must be treated respectfully with minimal contact by each employee (see hygiene below). Meetings of two people or more should take place in conference rooms as long as there is a minimum of 6 feet between people at all times. If possible, please continue to utilize GoToMeeting for meeting amongst employees at the office which will last longer than 10 minutes. Preparation of food in kitchens should be kept to a minimum, one at a time, and surfaces cleaned after each use. Common equipment such as the Formax, postage machine, and large copier should be wiped down after common use.

Given the nature of our hallways and offices, brief encounters from doorways into offices should be limited and only if six feet can be maintained while talking.

- Provide signage for safe social distancing Signs will be posted throughout the hallways as reminders.
- Require face coverings or masks for all employees Face masks may be removed in individual offices but must be worn to and from one's own office and throughout all common spaces.

For hygiene:

- Provide hand washing capabilities throughout the workplace Four bathrooms and two kitchen sinks will always remain stocked with soap and paper towels. The use of common cloth towels in the kitchens will be discontinued.
- Ensure frequent hand washing by employees and adequate supplies. Signs will be posted to encourage people to do so.
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site See below, and

this will be done five times a week (overnight before each work day). Employees are encouraged to wipe down what they have touched when possible (e.g. bathroom doorknobs opened using the paper towel just used to wash hands).

For staffing and operations:

- Provide training for employees regarding the social distancing and hygiene protocols This document, as it may change from time to time, will be the primary vehicle for training. Questions or the need for clarification should be made directly to Gary. If any concept is ambiguous, please ask Gary so there won't be multiple interpretations of a rule or protocol.
- Employees who are displaying COVID19-like symptoms do not report to work. If you are ill for any reason, exhibiting any COVID19-like symptoms or simply sneezing or coughing from allergies you may not come or remain at work.
- Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan. The plan is evolving and at the present time is far below the 25% allowance. Ana and Brendan are the only ones with fixed schedules and others are required to clear with Gary to be at the office. You must use the Intranet sign-in sheet to accurately report if you're working in the office and are not remote (this will require overriding the current status for most people).
- Log everyone who comes in contact with the site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs) This one is a little tricky and will be new behavior for everyone, but is a critical part of our plan. Also, just a reminder: Per signage on the inside door it will be our policy not to allow customers, vendors, friends, family members, or any non-employees into our suite at this time. A small table will be setup at the bottom of the stairs that will be a log for people to sign when each person comes in and out. Everyone is REQUIRED to:
 - put his/her name on a line
 - note time in and again when leaving the time out (including walks, lunch out and breaks longer than 30 minutes and this means possibly logging more than once per day)
 - Attest to having no COVID19-like symptoms nor testing positive in the previous 14 days, not having traveled outside MA in the past 14 days, and not have been in contact with anyone who has tested positive in the last 48 hours.
 - Agree to following all posted signs and written rules and protocols that are currently in place

Pens will be provided at the table. If you prefer to use your own pen bring it with you. Hand sanitizer will be on the table at all times.

- If the employer is notified of a positive case at the workplace, the employer should notify the Local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH. Will do so and this is a reminder to all to let Gary know if you have COVID19-like symptoms, have tested positive, or have been in contact with anyone who has tested positive in the last 48 hours.

For cleaning and disinfecting:

- Establish and maintain cleaning protocols specific to the business Donald and crew deep cleaned the office over Memorial Day Weekend. Thereafter they will do a complete clean once a week on the weekend and also come Monday – Thursday nights to wipe down all common spaces/surfaces. It is an employee's own responsibility for carefully cleaning of his/her own office space, including surfaces, keyboards, mice, and telephones each day.
- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed. Of course, we hope this won't happen.
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace. Five times a week (see above).
- Keep cleaning logs that include date, time and scope of cleaning. Cleaning log will be posted outside Ana's door and should be updated for each visit by cleaning staff.
- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows) We should leave some windows open permanently in places like conference rooms and keep some A/C units on (at hottest settings to run air and not necessarily the compressor except on hot days) in common spaces. Employees when at work are encouraged to keep their office windows open when possible. No office A/C unit should be used when shared with another employee who is also in his/her office.