

Plan for Healthy Re-Entry

HOW TO USE THIS DOCUMENT:

This document is intended to serve as a guide on how to create a project **policy to ready spaces for re-occupancy following situations requiring them to be vacant, taking into account necessary adjustments to policies, operations and protocols to support safer and healthier re-entry.**

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating or designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation.



The below sample documentation is intended to provide guidance in creating an effective Plan for Healthy Re-Entry. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

EXAMPLE DOCUMENT

Example for Feature Part 1, a-i

It is standard procedure for the building management team at *[project]* to create a plan for healthy re-entry after each emergency resulting in the need to evacuate the building.

PLAN FOR HEALTHY RE-ENTRY:

| | |
|----------------------------------|--|
| Evacuation event | <i>Ex: Global infectious disease pandemic, COVID-19, closing of businesses by local municipality</i> |
| Date of evacuation | <i>Ex: March 15, 2020</i> |
| Anticipated date of re-entry | <i>Ex: September 1, 2020</i> |
| Anticipated length of evacuation | <i>Ex: 5.5 months</i> |

Parties responsible for developing and administering this plan (*sub-part c*):

| Role | Name (first_last) | Title | Contact Information | Responsibilities |
|-----------------------------------|-----------------------|---------------------------------------|---------------------|---|
| <i>Ex: Plan Developer</i> | <i>Ex: John Smith</i> | <i>Ex: Risk Management Director</i> | | <i>Ex: Developing plan, educating relevant parties on the plan</i> |
| <i>Ex: Communications Liaison</i> | <i>Ex: Jane Smith</i> | <i>Ex: Director of Communications</i> | | <i>Ex: Administering all communication aspects of this plan</i> |
| <i>Ex: Facilities Assessor</i> | <i>Ex: Don Smith</i> | <i>Ex: Facilities Manager</i> | | <i>Ex: Responsible for all facilities related portions of this plan</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Referenced guidelines (*sub-part i*):

The following guidelines have been incorporated and adhered to throughout this plan:

- World Health Organization - *[link]*
- *[Local municipality guidelines]* - *[link]*
- *[National guidelines]* - *[link]*

Communications protocols (sub-parts a and h):

Unless otherwise specified, all communications will originate from [name] [title] listed in the roles and responsibilities table above.

| Communication Phase | Communication Type | Audience | Description |
|------------------------------|-------------------------|---|---|
| Before evacuation | Ex: In person meeting | Ex: All occupants | Ex: The [title] will meet with all regular occupants (including staff members and community members that use the conference room on Thursday nights) in advance of evacuating the building to discuss the plan for evacuating and ongoing communication during the evacuation period. |
| Before re-entry | Ex: Community videochat | Ex: All occupants | Ex: The [title] will email an invitation to all regular occupants of the building to participate in a community videochat. Occupants are encouraged to come prepared to voice their needs and concerns before returning to the premises. |
| Before re-entry | Ex: Email | Ex: All occupants | Ex: The [title] will send an updated set of policies and protocols that includes guidance on the current [hazard] and appropriate measures for when occupants return to the building, including protocols on phasing in. |
| Directly post re-entry | Ex: Community videochat | Ex: All occupants | Ex: The [title] will email an invitation to all occupants of the building to participate in a community videochat. Occupants are encouraged to come prepared to voice their needs and concerns directly after returning to the premises. |
| Throughout evacuation | Ex: Email | Ex: All occupants | Ex: The [title] will send weekly email updates to occupants that include new local guidelines, updated protocols, updated procedures, updates on potential re-entry date, and general updates on improvements to building to address the current hazard. |
| Immediately after evacuation | Ex: Signage | Ex: Anyone trying to enter the building | Ex: Signage will be displayed at all major entrances clarifying that the occupants are not currently allowed to enter the building due to safety concerns. |

Building policy and protocol updates (sub-parts d and f):

Below is a list of building policy and protocols that have been reviewed, updated and redistributed by the base building in response to the recent evacuation event.

| Name of Plan / Protocol | Reviewed and updated for the following: | | | | Signature and Date |
|--------------------------------|---|------------------------------|---|--|--------------------|
| | Crowd management and spacing and physical distancing of individuals | Heightened security measures | Access to personal protective equipment (PPE) | Additional sanitization supplies and other cleaning or maintenance protocols | |
| Ex: Building safety guidelines | X | X | X | X | |
| Ex: Tenant guidelines | X | X | X | X | |
| | | | | | |

Inspections and Start-Up Tasks (sub-part b):

Below are inspections and start up tasks required before the building will be suitable again for human occupancy. The building facilities team is responsible for completing these checklists, signing, and returning to the building management office before any occupants are permitted back into the building.

| Inspection Required | Responsible Party | Date Complete | Signature |
|---|---|--|-------------------------------|
| <i>Ex: Mold and mildew inspection – determine if any mold or mildew developed during the time the building was closed</i> | <i>Ex: Facilities team</i> | <i>Ex: August 25, 2020 (1 week before re-entry)</i> | <i>Ex: John Smith, 9/1/20</i> |
| <i>Ex: Conduct a full maintenance and systems check on elevator systems.</i> | <i>Ex: Facilities team</i> | <i>Ex: August 25, 2020 (1 week before re-entry)</i> | <i>Ex: John Smith, 9/1/20</i> |
| <i>Ex: Electrical safety checks</i> | <i>Ex: Facilities team and [company name] electrical contractor</i> | <i>Ex: August 26, 2020 (~1 week before re-entry)</i> | <i>Ex: John Smith, 9/1/20</i> |
| <i>Ex: Check emergency exits and means of escape from the building to ensure nothing became blocked during the building closure</i> | <i>Ex: Facilities team</i> | <i>Ex: August 25, 2020 (1 week before re-entry)</i> | <i>Ex: John Smith, 9/1/20</i> |
| | | | |

| Building Start-up Task | Responsible Party | Date Complete | Signature |
|---|----------------------------|--|--------------------------------|
| <i>Ex: Water flush - run all drinking water dispensers in building for at least two minutes (first on hot and then on cold) and showers for at least 20 minutes on hot. Take appropriate safety precautions against potential Legionella exposure (in aerosols from flush).</i> | <i>Ex: Facilities team</i> | <i>Ex: September 1, 2020 (1 day before re-entry date)</i> | <i>Ex: John Smith, 9/1/20</i> |
| <i>Ex: Reconfirm supply chains for building supplies (e.g. toilet paper, soap, etc.) and PPE.</i> | <i>Ex: Operations team</i> | <i>Ex: August 18th, 2020 (2 weeks before re-entry)</i> | <i>Ex: Dave Smith, 8/29/20</i> |
| <i>Ex: Full building clean with disinfecting UVC wands.</i> | <i>Ex: Facilities team</i> | <i>Ex: August 31, 2020 (2 days before re-entry date)</i> | <i>Ex: John Smith, 9/1/20</i> |
| <i>Ex: Conduct an air flush.</i> | <i>Ex: Facilities team</i> | <i>Ex: August 25-September 1, 2020 (full week before re-entry)</i> | <i>Ex: John Smith, 9/1/20</i> |
| | | | |

Policy to support phased re-entry for employees (sub-part e):

For direct employees of [company].

Employees will be permitted to work from home as many weekdays as necessary for up to [duration of time] after the re-entry date.

If an employee needs to extend this flexibility for reasons such as health concerns or a need to provide family care, they can speak with their direct supervisor to determine the best course of action moving forward. The following options are available:

1. Ability to continue to work virtually either full-time or part-time. This may include phased re-entry based on employee circumstances.
2. Flexible schedule (e.g. adjusting hours around family care needs).

Note: Tenants may wish to adopt this policy or a similar one for their employees.

Policy on contingency planning and re-closure measures for recurrence (sub-part g):

After an emergency evacuation event, the Emergency Response Team will conduct an analysis of the event and determine if any improvement updates need to be made to the procedure in the event that a re-closure is necessary. The analysis will include at minimum reviewing feedback, concerns and insights from occupants; facilities team feedback and lessons learned; and a consideration of new guidance from [local municipality] and [health organization].

If there is a recurrence of a hazard event that forced the initial closure, the building management team will email direct employees and primary tenant contacts with guidance for the secondary evacuation, emphasizing the updated procedures.

During the second period of the building being vacated, the Emergency Response Team will conduct an analysis of the initial re-entry procedure to determine if any improvement updates need to be made before the second re-entry occurs. Again, they will consider at minimum feedback, concerns and insights from occupants; facilities team feedback and lessons learned; and updates to guidance from [local municipality] and [health organization]. Once the re-entry procedure is updated, it will be emailed to direct employees and primary tenant contacts.

For questions on this process, please contact Emergency Response Team lead [name] at [number].

TIPS FOR MULTIPLE LOCATIONS

- Policy portions of this document and a template of the Plan for Healthy Re-Entry can be shared between project locations. Certain aspects of the plan (such as contacts and building specific start-up tasks) will likely need to be evaluated for each individual project location.