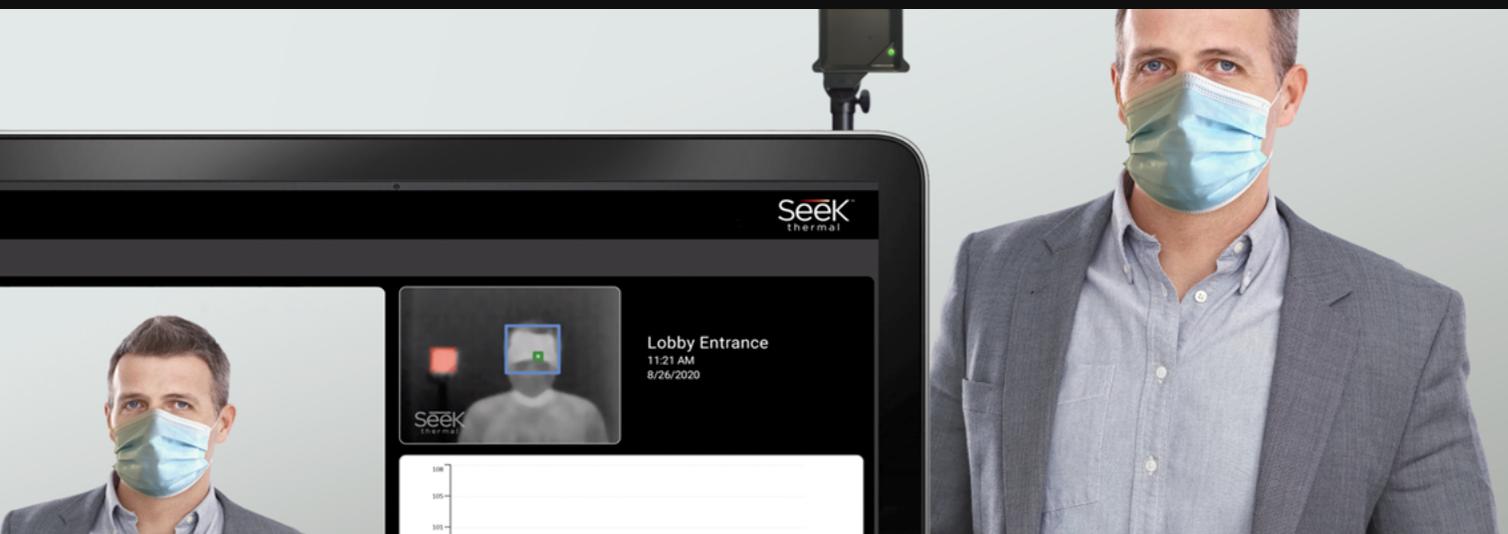


# 5 Steps to a Safe Reopening

A GUIDE FROM SEEK<sup>®</sup> THERMAL



# Adjusting to the new normal brought about by the global pandemic hasn't been easy.

But when the time comes to reopen your organization, implementing a return-to-work strategy that protects both employees and customers will be critical to the long-term success of your operation — and the well-being of your community.

This Safe Reopening guide from [Seek® Thermal](#) can provide a practical, straightforward foundation

for building a plan of your own — and for getting back to work in the safest way possible. Inside you'll find both best practices and time-saving suggestions, including some inside information about Seek Scan™ Kiosk: a low-cost, thermal imaging system that's designed to automate body temperature screening just by using skin temperature.

While this guide provides a number of suggestions and recommendations, it is intended for educational purposes only, and should not take the place of qualified medical, legal or other professional advice, nor should it supersede any applicable local, state or federal guidelines.

In this eBook, you will find the following strategies to guide you toward a safe reopening:



01  
Assess Your Needs

02  
Enact Clear Policies

03  
Manage Your Spaces

04  
Set Health Expectations

05  
Be Ready to Adjust



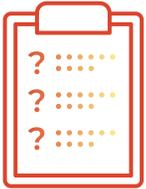
# Step 01: Assess Your Needs

Whether you're part of a business or you're in a field like education, healthcare, hospitality or manufacturing, every organization's return-to-work plan will be different. While the core principals are applicable across

categories and industries, factors including location, size, customer interactions, services provided, local regulations and numerous other considerations will impact the type of reopening plan that works best for you and your

employees. Asking tough questions now can help save time, money and resources in the long run — not to mention avoiding unnecessary exposure to illness.

## To start, here are a few areas you'll want to assess before creating your plan:



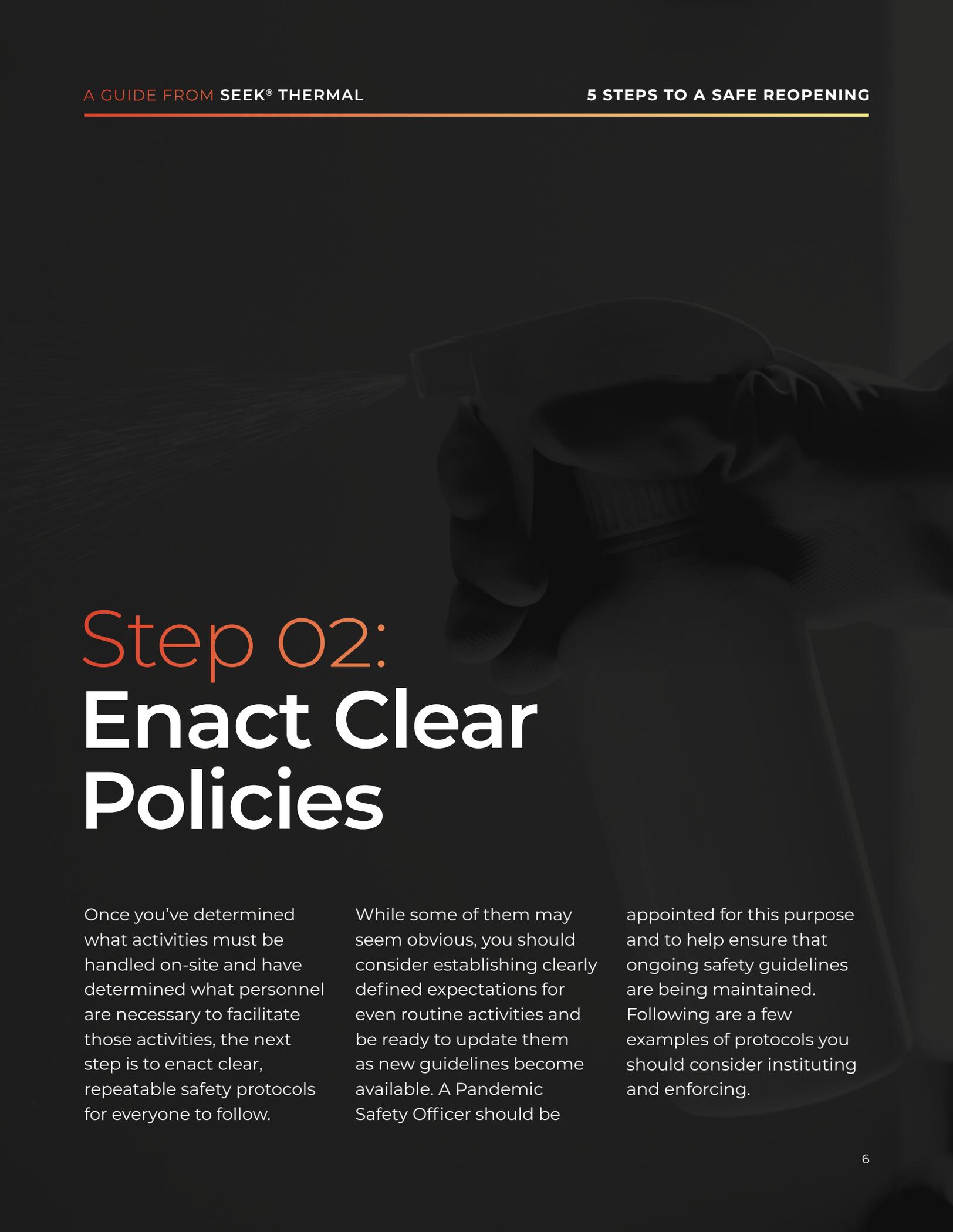
**WHY do you need to be present?** Are there specific aspects of your organization that can't be conducted remotely? If so, outline what specific tasks must be performed in person, and which might be more safely handled via alternate means.

**WHO needs to be on-site?** Although it would be nice for every employee to be back together in the same space, is it absolutely required for operations to continue? Are there roles that could be reworked to minimize on-site time?

**WHERE are you most vulnerable?** Walk through every possible instance of person-to-person interaction — both among employees and with “outside” guests, such as vendors, clients, package and food delivery, and maintenance staff. Also consider how often employees leave and re-enter the building. Then begin to consider the less obvious sources of potential virus transmission, including common surfaces found in conference rooms, restrooms, break areas, entrances, stairs, lobbies, elevators and the like.

**WHAT types of customers do you have?** Do your customers require in-person meetings, or might they be just as happy with a phone call, video call, courier delivery or package in the mail? Times have changed, and customers who might have previously expected face-to-face interaction may no longer have those same expectations. It may even be worth asking your best customers how they prefer to receive goods or services from you during the pandemic. You may be surprised by their responses.

**WHEN do interactions typically occur?** Are there high-traffic moments during a typical day when shortcuts are likely to be taken or when protocols might be bypassed? Are there particular actions or interactions that seem to invite a leniency from expected safety practices?



## Step 02: Enact Clear Policies

Once you've determined what activities must be handled on-site and have determined what personnel are necessary to facilitate those activities, the next step is to enact clear, repeatable safety protocols for everyone to follow.

While some of them may seem obvious, you should consider establishing clearly defined expectations for even routine activities and be ready to update them as new guidelines become available. A Pandemic Safety Officer should be

appointed for this purpose and to help ensure that ongoing safety guidelines are being maintained. Following are a few examples of protocols you should consider instituting and enforcing.

## Use of Masks



Use of a face mask, such as a cloth covering, should be required while on-site. For those who do not have a face mask of their own, one should be provided. Cloth face coverings should:

- Fit snugly against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change of shape

Face masks should be routinely washed depending on the frequency of use. A washing machine should suffice in properly washing a face covering. Individuals should be careful not to touch their eyes, nose or mouth when removing their face covering and should wash hands immediately after removing.

## Personal Hygiene



Every person in the company should wash their hands often with soap and water for at least 20 seconds. If soap and water are not available, they should use hand sanitizer with at least 60% alcohol. Key times for employees to consider cleaning their hands include:

- Before and after work shifts
- Before and after work breaks
- Before and after meetings or use of a common space
- After blowing their nose, coughing or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching or removing cloth face coverings

Care should be taken to avoid touching one's eyes, nose and mouth with unwashed hands. A person's mouth and nose should be covered with a tissue when they cough or sneeze. Using the inside of their elbow may also be acceptable. Used tissues should be discarded into no-touch trash cans and hands should be washed immediately after use. You can learn more about [\*\*coughing and sneezing etiquette\*\*](#) on the CDC website.

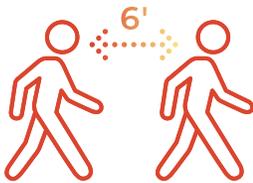
## Cleanliness



Deep cleaning and disinfection should be performed before reopening. Additional deep cleaning should be conducted as needed, and routine cleaning might typically include:

- A crew that would perform standard cleaning activities.
- Hand sanitizers placed in each desk/office and in common spaces, like the kitchen and conference rooms. However, best practices are to wash your hands with soap and water, if available.
- Monitoring of cleaning supplies to ensure there is enough hand sanitizer, soap and other sanitary products at all times.

## Interactions



In-person meetings should be subject to all applicable local, state and federal guidelines. No meetings should be held on-site unless a minimum, 6 feet of distance between participants can be achieved. In addition, the following should be taken into consideration:

- Anyone entering the building should adhere to all prescribed safety protocols, including but not necessarily limited to social distancing, consistent use of a mask and proper personal hygiene.
- If a face-to-face meeting is necessary, conference rooms should be made available for use, but the number of employees in these rooms at one time should be limited.
- Chairs should be arranged in conference rooms to maintain social distancing. Employees should not add to, rearrange or move the chairs when starting or leaving a meeting.

## Occupancy



While working on-site, occupancy should be limited to half of your typical capacity in order to minimize personal exposure and enforce social distancing protocols. In addition, the number of guests permitted entry on the premises should be restricted.

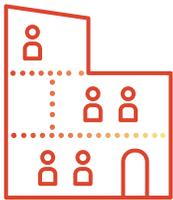
A man in a plaid shirt and jeans is standing in a hallway, looking at a door. The image is dark and serves as a background for the text.

# Step 03: Manage Your Spaces

The physical spaces in a building — particularly how they are used and how they are maintained — are among the most important factors contributing to the mitigation of virus transmission. Every meeting room, workspace, storage

space, hallway, stairway, elevator, closet, break area and restroom should be assessed.

## It can't be overstated: the best way to prevent illness is to avoid exposure.



Following are a few items to consider as you work toward a safer workplace environment.

- Do you really need a reception area? If so, consider asking guests to call ahead or install a partition at the reception area.
- Are all workspaces positioned such that employees can maintain the recommended physical distancing? You may need to move, remove or reconfigure work areas or furniture and may need to install partitions if employees are required to face each other.
- Is it possible to minimize common touchpoints? Temporarily removing coffee makers, vending machines, water coolers and other nonessential items will encourage employees to bring their own (while minimizing potential areas for germs to spread). For appliances and other touchpoints that can't be removed, require employees to clean and disinfect items after each use.
- Can in-person meetings be reduced? Work should be rethought in ways that allow employees to accomplish goals without requiring large numbers of people to be in the same area at the same time. Video calls, virtual meeting tools, phones and other tools can help take the place of in-person meetings. If a meeting must happen, consider limiting it to 10 or fewer attendees, depending on the current local, state and federal guidance.

The CDC has encouraged employers and building owners to conduct daily in-person or virtual health checks of individuals *before* they enter the workplace. For organizations looking for a simple, cost-effective solution for temperature scanning — particularly as more employees return to work — Seek® Thermal offers **Seek Scan Kiosk**, an all-in-one, thermal imaging system designed to automate body temperature screening without violating social distancing protocols or requiring a dedicated employee to conduct the screening.

Seek Scan Kiosk provides an easy-to-use solution for protecting workers and visitors with proven thermal imaging technology that delivers rapid, automated screening. To learn more, download a [Seek Scan Kiosk flyer](#), or visit the [Seek Scan website](#).



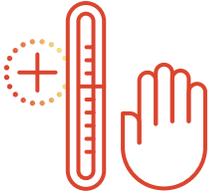
# Step 04: Set Health Expectations

We are all responsible for our own health and well-being. As individuals within a business or organization, we are also responsible for creating an atmosphere that encourages the health and well-being of our larger group. Establishing

expectations regarding the health and hygiene of individuals within a company is not unlike establishing a dress code — in the sense that it should become part of the culture and a requirement of employment — but in this

case, with consequences of far greater importance. The CDC has developed a [self-check guide](#) to help individuals make decisions and seek appropriate medical care when needed.

## Employee Self-Screening



Following are a few ways you can start implementing personal health assessment practices.

Employees should notify their manager if they experience any of the common COVID-19 symptoms and should be expected to perform a self-screening test each time they come into the facility. The test may include:

- Taking their own temperature to ensure it's not more than 100.4°F.
- Watching for symptoms such as coughing, shortness of breath and difficulty breathing.
- Self-quarantining if they have been directly in contact with someone exposed to COVID-19, per CDC recommended guidance.

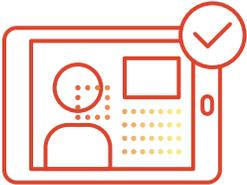
## Medical Leave



The Families First Coronavirus Response Act (FFCRA) requires businesses to provide employees with paid sick leave and expanded family medical leave (FMLA) for specified reasons related to COVID-19. This leave is in addition to any time already granted by a company to its employees.

The coronavirus sick leave is available from April 1, 2020, through December 31, 2020. Each circumstance is different, and in some cases, an employee may only receive 67% of their regular pay.

## Automated Employee Screening



Contactless thermal scanning of skin temperature can provide an accurate, affordable solution to increase employee safety. Systems like the fully automated **Seek Scan Kiosk** from Seek Thermal can be set up at entryways to provide automatic temperature screening without the need for contact with another employee. The system automatically detects a face, identifies the most reliable facial features for measurement and displays an alert if someone is warmer than the customizable alarm temperature.

Seek Scan Kiosk utilizes infrared thermal imaging technology, a temperature-controlled heat source and Seek Scan™ software to accurately measure and screen for skin temperature. Going one step further, API integrations allow the Seek Scan Kiosk to send alarm events, trigger access controls and automate other functionality, including:

- Accessing entry doors following scans.
- Triggering access control and video management systems.
- Allowing custom designed solutions utilizing Seek Scan.
- Sending pass/fail scan messages and alarm events.
- Flagging video when a scan occurs.

Everything  
you need for  
**automated  
screening** .....

SEEK Scan™  
**kiosk**

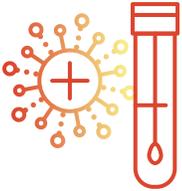


# Step 05: Be Ready to Adjust

If there's one thing the pandemic has taught us, it's that nothing is certain. Creating plans to handle new developments will help minimize downtime and safety risks when the unexpected happens. At a minimum, your planning

should include what to do when employees become sick and when laws or best practices are changed. Here are some situations that might arise when you return to work and some potential responses you might implement.

## Employee Illness



If an employee is confirmed to have COVID-19, the company should inform its employees of their possible exposure but should maintain confidentiality as required by the Americans with Disabilities Act (ADA). Some specific, additional steps should be taken. These may include:

- Closing off areas visited by that employee.
- Opening outside windows and doors and using ventilation fans to circulate air.
- Waiting 24 hours before cleaning and disinfecting the area.
- Cleaning and disinfecting all shared areas, such as offices, bathrooms and shared electronic equipment.
- Notifying employees that may have had contact with the employee who was ill.

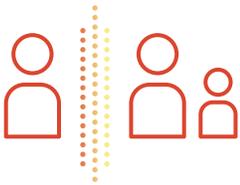
## New Guidance



As experts at local, state and federal levels issue new policies and procedures, you should revise your plans, communicate with employees, and notify customers, vendors, and other outside resources, as appropriate.

You should continue seeking input from both your employees and your customers and communicate in a transparent manner throughout the process.

## Special Accommodations



Individuals who are considered high risk, parents needing to accommodate for modified school schedules and child support schedules, and others with special needs or concerns should be accommodated whenever possible. Individuals requiring special accommodations should still be held accountable for their contributions and participation within the organization.

## Phased Reopening



Your company should follow applicable state and federal guidance concerning reopening, particularly recommendations that specifically address when employees can return to work. You might expect to follow a phased approach to reopening, with employees returning gradually over time while still maintaining social distancing rules and other risk mitigation measures.

Until all state and federal limits are lifted, no one should be required to return to work if uncomfortable, except in previously agreed-upon cases. In this phased reopening approach, all action steps should be completed in each phase before proceeding to the next phase.

# Next Steps

As businesses, institutions and organizations begin to reopen, the path to providing safe environments doesn't stop with having a plan. The critical next step lies in the proper implementation and consistent application of that plan. Solicit input from stakeholders, employees and customers, then outline what needs to be done to execute the plan. Once the plan is set, you can coordinate needs and activities with vendors and suppliers and inform your customers of any changes that may impact how they interact with you. And then... be

ready. Your plan will need to grow and evolve over time as new challenges, new information and new opportunities arise.

While you plan, don't forget to protect what might be the most critical vulnerability of your entire office or facility — the entrance. Seek Scan Kiosk utilizes infrared thermal imaging technology, a temperature-controlled heat source and Seek Scan software to accurately measure and screen for skin temperatures right as people come in the door. It is manufactured in Santa Barbara, California,

and is NDAA compliant. And the new, expanded integration capabilities of Seek Scan offer additional control, convenience and confidence.

**➤ Contact us**  
**if you'd like more information about Seek® Thermal products or technologies as you begin your path toward a safe, successful reopening.**



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As with any temperature measurement, Seek Scan™ should not be used to diagnose, or exclude diagnosis of, COVID-19 or any other disease or condition. A diagnostic test by medical professionals must be performed to determine if someone has COVID-19.