



## Memorandum

To: ICTC Restart Committee  
From: The ICTC Board of Directors  
Date: September 26, 2020

As you are aware, Just before COVID shut things down in March 2020, [ICTC, Inc.](#) completed a \$5.2 million renovation of our facilities. Given the lessening of COVID related restrictions, and the amount of money that was spent on the renovation (which has sat, largely unused and unoccupied, for six months), the board of directors has requested a plan for reintegrating our approximately 350 employees into the office no later than 30 days from now. Your committee is charged with the task of preparing and researching a plan to reintegrate our employees back into the workplace, and as such you are being tasked with creating a plan that addresses and provides solutions for the following questions:

- 1) The Board understands that times have changed, and that things likely cannot be entirely normal under the circumstances, especially since there is no proven vaccine, and since flu season is around the corner. The Board also understands that many employees have children and other family members that they must care for now, round the clock, in ways that they did not have to do before (i.e., when public schools were open for students to attend). That being said, the Board wants people to be in the office, albeit safely. They would like recommendations as to the following:
  - a) What reasons/situations would allow an employee to request a deviation from working in person in the office, and what documentation would be required, if any, to evidence those?
  - b) Who may request to stay and work from home full time, and how should they do that?
  - c) Who may request to work part-time from home, and part-time in the office, and how should they do so?
  - d) Are there any employees that are prohibited from working from home, and if so, who, and how will you justify this designation?
  - e) What are the potential implications, including policy, personnel, and budgetary of your recommendations?
  
- 2) Taking into account your recommendations for #1, you then need to make recommendations as to the following. Most seating was converted from standalone cubicles to connected desks. Most connected desks seat anywhere from three to seven employees, with each desk having a partition to separate employees from those that they sit across from - but the partition only extends to 18 inches high and is fixed into the desk. Given the necessity of social distancing, how should these seating arrangements be reconfigured? Splitting the desks apart is not an option as

they are joined together. The board wants to know how you will reconfigure the seating arrangement, including who will sit where, and why, along with a proposed budget for these changes.

- 3) The Board is unclear what the best protocol should be for employees who get sick, who may be exposed to COVID, and how they should report these events and to whom. Your task force should draft a policy that addresses these issues, and also think about what your recommendations are as to whether this knowledge should be made publicly available to the rest of the office. If you determine that this information should be shared, why and how will you ensure any privacy concerns of the reporting employees? If you determine this information should not be shared, why, and do you foresee any liability for keeping this information confidential among management? Please include a budget outlining any foreseeable costs associated with these new policies and procedures.
- 4) There are a number of small conference rooms that are available for employees to use and reserve for meetings. The Board would like to know whether those rooms may still be used as intended, and if so, how. If not, why not, and what should those spaces be designated for? If recommendations for renovations are included, please provide a budget.
- 5) The housekeeping contract specifies that the cleaners will clean all office spaces, but they are specifically contracted out of cleaning the kitchen space and any space set aside for eating. The Board would like to know what to do with these spaces, who will clean, and how that will be done, and any costs associated with these changes. There is not an option to renegotiate with the cleaning company to include cleaning this additional space until the contract renews in a year.
- 6) Lastly, given what recommendations your task force recommends for all of the above, the Board wants to know what cleaning supplies, disinfectants, sanitizers, etc. are needed, in what quantity and for what purpose they are needed for, and what your projections of what the costs of those cleaning supplies would be. To this end you will need to supply the Board with a proposed budget for these items.

Please use our internal renovation website (<http://bit.ly/ictc2020>) as a starting point, and be prepared to provide your recommendations, including documentation of the items and information requested above, to the Board on Saturday, October 3 at 11:25 am. Due to our schedule, your committee has no more than 5 minutes to present your recommendations.