Summary of COVD-19 Impact on ACECH Firms
ACECH October General membership Meeting
October 22, 2020

**Policies/Practices Developed to Address COVID-19 Risk in the Office**
Wear masks, maintain physical distance, Wash hands
Sanitize office space at least 3x day
Plexiglass installed at reception
Hard hats and vests for each individual – no sharing
Phase or Tier approaches to work in office/work from home – based on CDC, State/County, Corporate guidelines
Control who comes in/out
 Delivery accepted outside office/lobby etc.
 Range from no meetings in office to meetings with approval only
If individual offices have door, keep closed
Cubicles rearranged so >6 ft distancing

PPE provided for all
Self report health/Temperature check/ thermal scanner upon arrival
Limit work travel and recommended limit personal travel
If employee /family member awaiting COVID testing results, employee quarantines until results received

**Working Remotely**

Must be authorized to work from home
Increased use of use of tech – TEAMS, Zoom, etc.
Web-based timesheets used
All phone calls forwarded/Office equipment provided for home use (including ergonomic equipment)
Regularly scheduled staff/team meetings held

**Other Staff Supports**
Corporate set up COVD response teams with legal, health & safety components to support employees
Bonus stipend provided to employees for PPEs at home family
Staff encouraged to spend time with family and build personal communities
Lunch provided – brought into office for those working in office and delivered to those working remotely
Online relationship building activities – games, competitions, magic show

**Challenges and Things to Consider**
Process of onboarding new staff when some are working remotely
Keeping focus on serving clients – especially when clients may also be working remotely
Maintaining flexibility with policies and practices as circumstances change on a daily basis
Addressing confidentiality and cyber security issues when working remotely
Focusing office messages as increase in emails and written communication ballooned with working remotely
Maintaining effective communication/collaboration with staff – more manager staff interaction, coaching, mentoring through remote channels (especially between young engineers who may be reluctant to reach out to supervisors on their own)
Determining appropriate metrics to track staff productivity/efficiency when working remotely
Keeping on top of financials/cash flow in light of revenue and expense category shifting