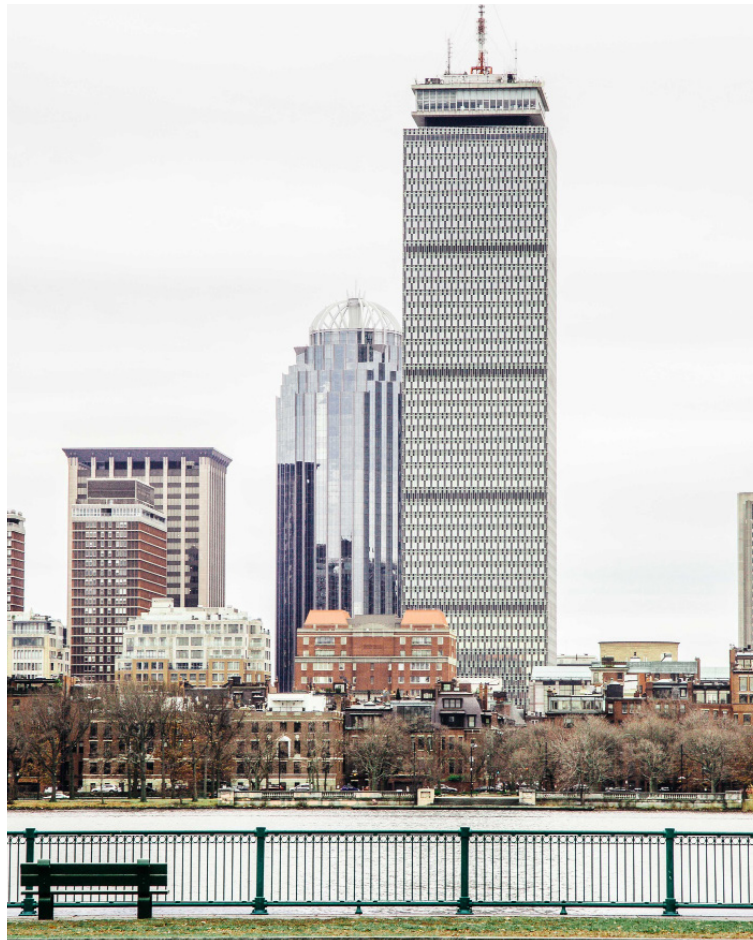


The Boston Real Estate

# COVID CONSORTIUM



A knowledge share of current industry best practices and due diligence around workplace design and construction requirements adapting to changes in code and regulatory amendments in the post COVID-19 world.

# OUR MISSION

Boston's Real Estate COVID Consortium's mission is to conduct a knowledge share of current industry best practices and due diligence around workplace design and construction requirements adapting to changes in codes and regulatory amendments in the post-COVID-19 world. Its members include professional multiple disciplines of real estate industry, including architecture and interior design, audio visual integrator, code consultants, commercial real estate brokerage, commissioning agents, environmental engineers, general contractors, furniture dealers, MEP/FP engineers and owner's project managers.

# WE ARE HERE FOR YOU

Since March 10th, when Governor Charlie Baker made the difficult decision to shut down large portions of Massachusetts, we have all been bombarded with a steady stream of COVID-19 impacts to the real estate industry, best practice guidelines and prognostications. Our mission is to curate this information and distill it down to the best of the best to help simplify & streamline your return to work planning process.

# WE WANT TO HEAR FROM YOU

We aim to be a trusted resource for our valued Boston real estate community. If you have any questions or ideas for content, please don't hesitate to reach out to Denise Pied ([denise.pied@stvinc.com](mailto:denise.pied@stvinc.com)).

Please note, that although our current focus is limited to standard office space, we plan to cover special considerations for Life Science/Pharma, Healthcare & Academic markets in future publications.

# ISSUE 02 RETURN TO WORK TOOLKIT: A Guide to Restarting Construction Activities

There have been countless discussions and ideas about how we get back to work. Questions and direction change almost on a daily basis as this virus rips through our society. This has made it extremely difficult to define exactly what the process should be. However, first and foremost, everyone's objective is to ensure SAFETY of all employees and other building occupants. In this issue we will discuss the impacts on the construction industry.

Future issues will take a deeper dive to spotlight relevant and timely topics including:

- Change Management & Communication Plans
- A Guide to IAQ/HVAC Systems Improvements
- Coronavirus Legal Advisory Topics
- Workplace Standards + Furniture
- Enhanced Cleaning Protocols and Technology
- Long Term Real Estate Strategies

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- COVID-19 Manufacturer Status Update.pdf
- Knoll - Lead Times.pdf
- Knoll Studio - Lead Times.pdf

Cover Artwork courtesy of SGA and Anthony Delanoix

# DEFINE THE PROCESS

We have Federal, State and Local guidelines. Unless the project is under the jurisdiction of the Federal or State, contractors need to follow the processes developed by local municipalities. Our focus in this presentation will involve the process identified at the local level, particularly the directives established by the City of Boston.

[Click Here for Boston's City Guidelines >>](#)

1.

Contractor establishes project specific Health and Safety Policy. Many General Contractors may establish different procedures, but they all need to meet the minimum requirements established by the State and Local Municipalities.
2.

Establish roles and responsibility matrix. This tool will ensure that all workers and vendors know their responsibilities (See Appendix). Responsibilities will include:
  - PPE
  - Daily wellness questionnaires (Cambridge will require Wellness Questionnaire be submitted to their permit portal).
  - Task specific safety protocols. Constant disinfecting of highly touched services and daily reports.
  - Cambridge will require job-site photos submitted weekly via their permit portal for:
    - Entry points
    - Restrooms/Hand-washing stations
    - General areas highlighting proper COVID-19 specific topics
3.

Develop access to site procedures.
  - Worker Health Questionnaire: prior to access to the site each worker will need to complete a health questionnaire that may highlight potential exposures or symptoms of the virus.
  - Temperature readings: site logistic plan should be established to identify the temperature reading location.
  - Access to the site: identify stairwells for entry and exit of the site. In addition, determine policies identified for elevator use for both for passenger and freight with building management team. Depending on project size and potential building restrictions, shift work may need to be implemented.



Thank You to this week's lead contributor,  
**George McCarron**  
Project Executive | Lee Kennedy  
[gmcarron@leekennedy.com](mailto:gmcarron@leekennedy.com)

# ANTICIPATED KEY DATES

The most asked question concerning the pandemic is “when will work begin again”? There is no simple answer to this question. We need to wait for direction from State and Local Municipalities as they navigate the multiple levels of data. Our latest projections listed below are subject to change as the data and processes are analyzed.



For essential work.



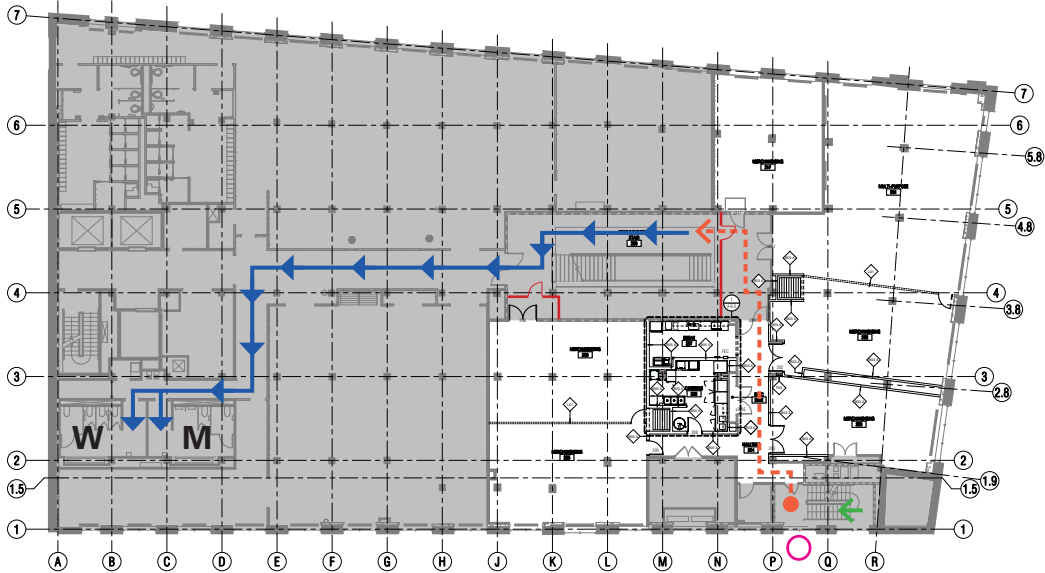
State identifies standards for non-essential work.



Potential start for non-essential work.

# LOGISTICS PLAN

Although a logistics plan may not be a local requirement, we feel it heightens the level of direction for workers and sets expectations with property owners/management. The need to communicate and collaborate with building management at an early stage will lessen the impact on project delays.



Sample Logistics Plan

- KEY:

Subcontractor 6' Queuing Area

New Subcontractor Entrance

Temperature Screening Area

Path of Travel
- M

Men's Room (Subcontractor Hand Washing Area)

W

Women's Room (Subcontractor Hand Washing Area)

Temporary Wall + Doors (Starc Wall System)

# SIGNAGE

In order to meet State and Local guidelines, workplace signage will need to be placed throughout the place (this may also be required after occupancy). Signage is vital to ensure the safety of all workers and is a constant reminder of procedures. (See Appendix attachments for examples of proposed signage).



# COMMUNICATE

Due to the nature of the pandemic it is critical to have open and transparent communications with all parties involved. This include workers, subcontractors/vendors, design teams, property management teams, client/owners and local officials (ISD and Board of Health).

## 1. Site Personnel/Subcontractors

Updates and changes to processes may be modified throughout the duration of the project. These changes need to be stated ASAP. In addition, proper documentation must be kept up-to-date. This historical background can identify any potential exposures and tracking.

## 2. Owner/Client

There will be several concerns from the Owner side of a project.

- Schedule/Procurement: this is a moving target and may change as supplier supply chains are impacted by the virus via social distancing policies and the current unemployment trends. Identifying potential issues as early as possible will be vital to minimize schedule impacts. Job sites may also incur additional delays due to maintaining social distancing which may be addressed via shift work. It is difficult to clearly identify potential delays related to labor force until contractors get the go ahead. It is unknown how soon we will be able to come back to work. It is important to remember this pandemic has impacted family units, for example day care may not be available until July therefore it may create a void in available workforce.
- Added cost impacts are also a major concern. Itemizing and budgeting potential cost impacts related to the new process should be discussed in order to set financial expectations for the client. Some items include the following:
- Added costs for General Conditions for shift work and schedule delays
- Project Requirements for additional site cleaning and schedule delays
- Health personnel
- PPE
- Subcontractor/Vendor cost impacts

## 3. Property Management Teams

Prior to returning to work, contractors will need to inject the property management's process in their site-specific plans. Depending on the property and the number of ongoing projects, this may impact project costs and schedule. Early discussions are critical to maintaining proper flow in deliveries for both construction and standard building related products. Shift work or staggered starts may help. If proper communication isn't adhered to, the strain placed on property management teams may lead to project delays.

## 4. Design Teams

- will also require daily communication:
- Collaboration with design teams concerning product procurement is highly critical. If there are issues it is important to identify potential alternatives.
  - The "new normal" with office spaces may be impacted particularly with social distance guidelines, product selections and mechanical upgrades. Collaborating with design teams during this process will show positive results both with cost and schedule.

## 5. Projects in the Queue at Time of Shut Down

There may have been several projects already bid and subcontracting pricing secured. Currently, it is hard to believe there is any way these costs are now valid. Discussions should be had between the Design Team, Ownership/Client, Contractor and Property Owner. Some potential topics may include:

- Modification of project programming to meet social distancing guidelines or match client current growth projections.
- Determine whether to use existing design or issue new plan for rebid.
- Revisit lease arrangements with Property Ownership: is there relief benefits to client related to occupancy delays?

## 6. Trade Unions

Will also need to be brought into the fold with regard to communications. They will also need to ensure that workers are in a safe place. Sharing your Covid-19 policies prior to mobilization will avoid potential delays.

## 7. Municipalities

Will require your policies documented and approved prior to mobilization.

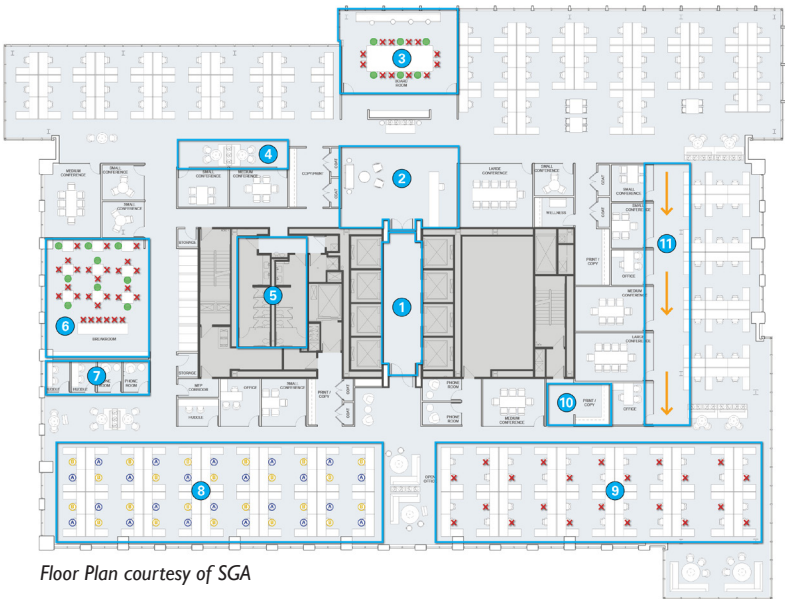
- In some cases, Contractors will need to submit a COVID-19 Affidavit (refer to Appendix).
- It is also important to note that ISD department staff will be strained at this time. It is important to schedule inspections as soon as possible.

## Conclusion:

The pandemic has impacted everyone on a global level. Standard operating procedures used in construction just a couple of months ago may never be achieved again. Every decision now needs to focus on developing a "new normal." There will be changes, therefore flexibility will be required at all levels. Open communications with collaboration will be the only way to achieve "normal" again even if it is the "new normal."

# WORKPLACE RE-ENTRY STRATEGIES

In anticipation of a return to the workplace, we recommend evaluating how your existing floor plan can support a phased re-entry. Potential strategies include plan studies to determine social distancing opportunities, furniture modifications such as introducing screening elements, and incorporation of graphics and signage to support and encourage safe space utilization, behavioral and operational protocols.



Floor Plan courtesy of SGA

## 1. Vertical Circulation:

Encourage the use of stairs whenever possible. Limit elevator occupancy.

## 2. Reception Area:

Introduce thermal screening/temperature checks. Provide PPE to those entering the space. Add screening elements at reception desk. Remove or create distance between reception lounge seating.

## 3. Conference Rooms:

Discontinue or limit access to conference rooms. If limiting access: remove extra seating in the room.

## 4. Open Collaboration Areas:

Create space between the furniture to support social distancing.

## 5. Restrooms:

Post hygiene and cleaning protocols.

## 6. Kitchen + Pantry:

Stagger usage to limit density. Post usage guidelines and protocols. (i.e., One person per table/booth). Remove excess seating.

## 7. Huddle Rooms:

Discontinue or limit access to conference rooms. If limiting access: remove extra seating in the room.

## 8. Workstation Density | Option 1:

Designate A + B teams so employees can alternate attendance in the office. Update seating charts to align with this approach.

## 9. Workstation Density | Option 2:

Remove or block access to a portion of workstations to ensure proper social distancing between occupants. Assign the remaining workstations to two alternating users (one from "A" team and one from "B" team).

## 10. Copy + Supply Rooms:

Consider "order + deliver" process to limit access to these spaces.

## 11. Graphics + Signage:

Incorporate directional arrows to indicate one-way traffic flow. Introduce graphics to reinforce social distancing guidelines. Consider working with a designer to locate and visually distinguish these graphics from Code related signage and evacuation plans.

# FURNITURE

Much like with construction labor, furniture installation labor is also being regulated for adherence to jurisdictional COVID-19 protocols. Our appendix includes a sample of the required COVID-19 Job site protocol and Daily COVID-19 Certification Forms.

We have also included a comprehensive list of major furniture manufacturers current production status and lead times for your reference.

# MEET THE TEAM

HEAR FROM THE INDUSTRY EXPERTS

STV|DPM has brought together a multidiscipline industry team (Project Management, Construction, Commercial Real Estate Brokerage, Commissioning, Code Review, Design, Environmental Engineering, Technology & Furniture) to conduct a knowledge share of current industry best practices and due diligence around workplace design and construction requirements adapting to changes in codes and regulatory amendments in the post-COVID-19 world. We strongly believe innovative project strategies & checklists around these disciplines could assist our active clients and other Real Estate leaders in assessing new in office & remote work requirements as they bring their employees back to work and going forward. The ultimate goal is to develop a "Toolkit" of best practices resources that could be rolled out as part of ongoing & new project work.



Owner's Project Manager  
**Denise Pied**

Vice President, Project Executive | STV|DPM

Denise is a co-founder of the Boston Real Estate COVID Consortium. Denise leads STV|DPM's Corporate Market sector. Denise has over 20 years of experience leading project teams & advising clients' real estate project delivery strategies.

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Owner's Project Manager  
**Sandra Gucciardi**

Director of Business Development | STV|DPM

Sandra is a co-founder of the Boston Real Estate COVID Consortium. At STV|DPM, Sandra is responsible for client strategy and development initiatives, and assists with the strategic direction to develop new business and product offerings.

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Owner's Project Manager  
**Eva Hamori**

Senior Project Planner | STV|DPM

Eva Hamori is an industry leader in the management of complex client relocation projects. With her experience as a certified Change Management Advisor, she is able to create and implement change strategies which maximize adoption and minimize resistance.

[eva.hamori@stvinc.com](mailto:eva.hamori@stvinc.com)

## WE WANT TO HEAR FROM YOU

If you have any questions for the consortium or ideas for content, please contact **Denise Pied** at [denise.pied@stvinc.com](mailto:denise.pied@stvinc.com)



Architect  
**Gable Clarke**

Partner, Director of Interior Design | SGA

As a Partner and Director of Interior Design at SGA, Gable oversees corporate interiors projects of all scales. She is responsible for design oversight, client relations, business development, mentoring and firm leadership.

[gclarke@sga-arch.com](mailto:gclarke@sga-arch.com)



Audio / Visual  
**Phil Muscatello**

SVP, Marketing + Business Dev. | Adtech Systems Inc.

Philip is an owner of Adtech Systems. He currently serves as VP of Business Development. Philip received his MBA from Boston College and his BA from Saint Joseph's University.

[philip.muscatello@adtechsystems.com](mailto:philip.muscatello@adtechsystems.com)



Brokerage  
**Adam Meixner**

Senior Partner | I28 CRE

Adam's focus is on the Office Leasing and Sales sector within the Central I28/95-Mass Pike submarket. Assisting with space acquisitions/dispositions, lease renegotiations/ extensions and strategic planning are among Adam's strongest assets when engaged as a Tenant Representative.

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Code  
**Chris Lynch**

Principal | Code Red Consultants

Chris is a founding principal at Code Red Consultants and is a practicing fire protection engineer and code consultant. He excels at leading project teams and working with clients to ensure that new and existing buildings are safe and code compliant.

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Construction  
**George McCarron**

Project Executive | Lee Kennedy

George has over 40 years of experience in the construction industry. As a Project Executive with Lee Kennedy, his ability to grasp the needs of the client and communicate with design teams make him an invaluable resource and asset.

[gmccarron@leekennedy.com](mailto:gmccarron@leekennedy.com)



Commissioning Agent  
**Steven Rizzo**

President | Synergy Consultants

Being involved in the design and construction industry for 45+ years, Steven's expertise is in Building Commissioning and operations for HVAC, Plumbing and Electrical Systems. He specializes in complex medical facilities ranging from Gene Therapy development Labs to Patient Care Facilities.

[srizzo@synergyconsultants.net](mailto:srizzo@synergyconsultants.net)



Design Engineers  
**Michael Camoscio**

Associate, Senior Engineer | STV Incorporated

Michael manages multi-discipline projects for several public agencies. Mike leads the mechanical group in STV's Boston office and most recently advised the Convention Center Authority during setup for Boston Hope.

[michael.camoscio@stvinc.com](mailto:michael.camoscio@stvinc.com)



Environmental  
**Stephan White**

President | PES Associates

Stephan White is the founder and President of PES Associates, a national engineering and environmental firm with headquarters in Hingham, MA. Throughout his career, he has gained extensive experience in environmental consulting, property due diligence and industrial hygiene.

[white@pesassociates.com](mailto:white@pesassociates.com)



Furniture  
**Amy Lalezari**

Partner, Director of Client Solutions | Environments at Work

Amy has over twenty years of workplace consulting experience. She is passionate about people, well-being, and performance and is dialed into key business drivers, research, and trends impacting the workplace. Her background in design, facility planning, and contract furnishings gives her a unique perspective within the commercial real estate community.

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Furniture

**Tim King**

Project Executive | COP / DIRT

Tim King is a construction expert focusing on pre-fabricated, offsite modular construction for Interiors work. With a concentration on the healthcare market, Tim brings pre-fab benefits of speed, flexibility and higher functionality to all market segments.

[tim.king@cop-inc.com](mailto:tim.king@cop-inc.com)



MEP Engineers

**Mike Quigley**

COO | WB Engineers

Michael has 18+ years of experience in the industry, leading projects and people. His natural talent for being able to motivate a team to do great work and address complex scenarios is why he is leading WB's COVID-19 remobilization efforts.

[mquigley@wbengineering.com](mailto:mquigley@wbengineering.com)



MEP Engineers

**Ray Doyle**

Managing Principal, Life Sciences | WB Engineers

Ray is the Managing Principal of WB Engineers + Consultants' office in Washington, DC, and a Practice Leader for Life Sciences. With over 25 years of experience, Ray helps clients find solutions to improve indoor air quality and reduce tenants' exposure to COVID-19.

[rdoyle@wbengineering.com](mailto:rdoyle@wbengineering.com)

# APPENDIX

1. Construction Updates from City of Boston.pdf
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**Note:** The resources provided in this guide should not be interpreted as legal advice. If you have any questions, please consult your legal counsel. Neither the Boston Real Estate COVID Consortium nor its individual members are responsible to anyone for the contents of this page and shall have no liability to anyone for the same. The views and opinions in this page are that of the author and not necessarily of the author's employer.





CITY OF BOSTON • MASSACHUSETTS

OFFICE OF THE MAYOR  
MARTIN J. WALSH

May 5, 2020

To All Interested/Affected Parties:

Due to the public health emergency caused by the spread of COVID-19, the City of Boston has implemented new protocols for construction work in Boston. As of April 27, all construction sites that are allowed to operate have been required to submit a COVID-19 Safety Plan and a signed COVID-19 Safety Affidavit. This effectiveness of, and compliance with the policy will continue to be evaluated as the City looks to broaden its categories of allowed construction work to further align with the Commonwealth.

Now that the COVID-19 Safety Policy for Construction has been implemented, and current construction is in compliance with the new mandate[s], the City will incrementally expand its categories of allowed construction to further align with the broad categories of construction defined as essential by the State.

The City of Boston will be taking an incremental approach to broadening the allowable categories. Key dates are described below. **The City of Boston reserves the right to to modify and/or adjust allowable work or implementation dates based upon public health, safety or capacity to issue permits, conduct inspections, and coordinate work consistent with the City's COVID-19 safety policies. At no time will the City of Boston permit any construction beyond what is allowed by the Commonwealth of Massachusetts as an essential construction project.**

- **May 5, 2020** - Essential construction projects with approved safety plans and signed affidavits filed with the appropriate regulatory agencies will be authorized to prepare the site with project-specific COVID-19 safety measures.
- **May 18, 2020** - The City of Boston will allow essential construction project on sites that meet the following criteria: (1) Projects are permitted, in compliance and have filed a Covid-19 Safety plan and a signed affidavit; (2) Project sites are sufficiently prepared to adhere to all criteria of their safety plan; and (3) **the work is for hospitals, public schools, residential buildings [1-3 units], road and utility work, or other outdoor/open air-work such as steel erection, roofing and constructing foundations.**
- **May 26, 2020** - The City of Boston will allow all essential construction projects to re-commence construction activities in adherence to their safety plans. This incremental approach will provide the time necessary to allow complex, large-scale development an opportunity to educate their workforce, safely remobilize and implement their site-specific Safety Plan.

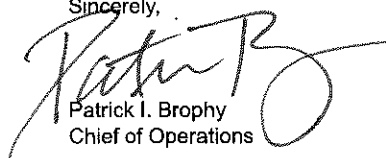
**Enforcement:** The Department of Public Works and Inspectional Services Department inspectors shall continue to monitor and enforce the Covid-19 Safety Plans for Construction. In accordance with the signed affidavit, Contractors acknowledge and agree that non-compliance with any requirements, including failure to abide by its own COVID-19 Safety Plan, may result in suspension or termination of work in progress or revocation of the City's permit for such work.

**Safety & Worker Protection:** As essential construction activities commence, the City will continue to focus on the health and well-being of Boston residents, worker protections and the safety of Boston construction sites. To further ensure safety of essential work, Mayor Martin J. Walsh has partnered with the Tufts Medical Center to provide testing services for the industry at the Tufts COVID-19 Screening Clinic at the Josiah Quincy Elementary School located at 885 Washington Street in Chinatown. The site is located at the intersection of Washington Street and Marginal Road next to the Tufts/New England Medical Center Orange Line MBTA station.

**Additional Information:** To access updated safety plan and permit submission protocol, and associated reference documents, please visit the City's website for [guidance for construction in Boston.](#)

Thank you for your partnership during this time. If you have any questions, please feel free to reach out to the respective regulatory agencies. For building-related inquiries, please feel free to contact the Inspectional Services Department at 617.635.5300, for street-related work, please feel free to contact the Department of Public Works at 617.635.4900.

Sincerely,



Patrick I. Brophy  
Chief of Operations

# CITY of BOSTON

## COVID-19 Safety Plan - Compliance Affidavit

The undersigned Permittee ("Contractor") certifies the following under the pains and penalties of perjury:

The Contractor hereby acknowledges the City's concerns regarding safety at the Project worksite due to the COVID-19 pandemic. The Contractor agrees that it shall conduct its operations in strict compliance with all applicable regulations, guidelines, and requirements imposed by the Center for Disease Control ("CDC"), Occupational Safety and Health Administration ("OSHA"), and that it will comply with the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for All Construction Sites and Workers at All Public Work, as well as Industry Best Practices involving COVID-19 construction safety.

The Contractor understands that it is the Contractor's responsibility to develop, maintain, and follow a written project-specific COVID-19 Safety Plan specifying how it will meet its obligations. The Contractor understands that the City's Covid-19 Construction Site Best Practices Worksheet, attached hereto as **Exhibit A**, is a sampling of the CDC, OSHA, Commonwealth of Massachusetts, and industry best practices to help address potential project hazards due to COVID-19 that the City provided merely as a baseline for the Contractor to reference when crafting the Contractor's own project-specific COVID-19 Safety Plan. The Contractor acknowledges that it is also responsible for consulting with guidance provided by the CDC, OSHA, Commonwealth of Massachusetts, and Industry Best Practices when crafting its COVID-19 Safety Plans.

The Contractor certifies that it has created and implemented a COVID-19 Safety Plan for the site subject to this permit that complies with, and will satisfy, all regulations, guidelines, and requirements imposed by the CDC, OSHA, and the Commonwealth of Massachusetts COVID-19 Guidelines and Procedures for All Construction Sites and Workers at All Public Work that are applicable to the site. Specifically, the Contractor certifies that the COVID-19 Safety Plan for this site achieves each of the Best Practices listed in **Exhibit A**, or that the plan specifies why a listed Best Practice is not applicable to the job site. The Contractor also certifies that each Subcontractor, Sub-subcontractor, and other parties that will perform work on the Project worksite will also comply and will satisfy these requirements.

The Contractor agrees that the COVID-19 Safety Plan shall be in place and submitted to ISD or Public Works before any work may begin. The Contractor agrees to provide their COVID-19 Safety Plan to any City Inspector, and all workers, on-site. The Contractor understands that the City's acceptance of the Contractor's COVID-19 Safety Plan is not an explicit or implied approval of the measures taken to combat the COVID-19 pandemic by the Contractor.

The Contractor acknowledges and agrees that non-compliance with any of the requirements above, including failure to abide by its own COVID-19 Safety Plan, may result in suspension or termination of work in progress or revocation of the City's permit for such work; provided, however that the City reserves the right to allow the Contractor the opportunity to immediately correct or cure violations prior to the City issuing a suspension or termination of work in progress or revocation of the City's permit for such work.

---

*Signature of Authorized Representative*

---

*Type/Print Name of Contractor*

---

*Type/Print Representative's Name*

---

*Date*

---

*Type/Print Title and Contact Info*



LKCO PROJECT CONTACT:

Name

Mobile #

Lee Kennedy is committed to providing a safe and healthy work environment for our employees, trade partners, clients & the public. Our primary goal is to protect our workers while maintaining our business continuity. This document will address the LKCO policies and procedures we have implemented to achieve these goals. This information is subject to change and team members will be notified of changes as they occur. **Questions regarding anything related to this pandemic event should always be directed first to the Project Superintendent or Project COVID-19 Officer.**



ZERO TOLERANCE POLICY

- If anyone shows signs or symptoms of being sick, they are to be sent home
- If you see someone sick, they are to be sent home
- If you exhibit any symptoms, you are to notify your supervisor and go home

5

1 PROJECT-SPECIFIC RISK ASSESSMENT & PLAN

- LKCO will conduct a project-specific risk assessment and prepare a written plan. This plan will be forwarded to the client/owner and all subcontractors, asking recipients to train their respective employees under the plan. The written plan will be posted through the project site.

2 COVID-19 PREVENTION POLICY FOR ALL PROJECTS

EDUCATE  
(ALL TRADES  
& STAFF)

- Conduct a training session using this policy **AND** the project-specific plan
- Turn in sign-in sheet from training session to LKCO Superintendent

PRE-ENTRY  
REQUIREMENTS  
(ALL TRADES  
AND STAFF)

- All trades must complete the Wellness Self Certification **EVERY DAY**
- **EVERY PERSON** will undergo a temperature screening **EVERY DAY**
- Any person with symptoms of illness or a temperature of 100.4°F or more will be asked to proceed home and contact a medical provider

HANDWASHING  
STATIONS  
(LKCO)

- 1 station per every 40 workers **WITH SOAP DISPENSER**, and hot/cold water, where possible. If hot water is not possible, provide pump-type handwashing units
- Post handwashing signs at each station

PPE  
REQUIREMENTS  
(ALL TRADES  
AND STAFF)

- **ALL PERSONNEL** must wear cut-resistant gloves at all times
- Where 2+ workers **CANNOT MAINTAIN 6' DISTANCES**, workers must don **GLOVES, A FACEMASK AND SAFETY GLASSES**

SOCIAL  
DISTANCING

- **ALL PEOPLE MUST MAINTAIN 6' OF SEPARATION AT ALL TIMES**
- Stagger start/stop times to prevent gatherings of >10 people if possible (LKCO)
- Ride sharing is not allowed. Personnel must travel by themselves
- A temporary ban on food trucks is in effect
- Conduct meetings remotely if possible; if in-person meetings are conducted, maintain 6' of separation

CLEANING/  
DISINFECTING  
(LKCO)

- High contact surfaces will be cleaned 2X daily, minimum, including bathrooms, handwashing areas, conference rooms, door handles, etc.
- Project will develop a project-specific cleaning/disinfectant program (see project-specific plan)

CLEANING/  
DISINFECTING  
(ALL TRADES)

- Supply cleaning and disinfecting wipes for use by each company's trades
- Clean eating areas, tools, equipment, etc. frequently

3 RESPONSE

If You or Any of Your Household Has Symptoms:

- **STAY HOME**
- Notify your direct manager immediately
- Your manager will communicate internally using the chain of command
- Consult your doctor for guidance
- Notify LKCO of any potential illnesses

Follow these easy steps to help prevent the spread of infections.



Wash your hands often with soap and water for at least 20 seconds.



Staying home when you are sick.



Covering your cough or sneeze.



Cleaning and disinfecting frequently touched objects and surfaces



COVID-19 and flu spread when an infected person coughs or sneezes. Prevent the spread of these and other respiratory illnesses by washing your hands, covering your cough or sneeze, staying home when you are sick, and cleaning frequently touched objects and surfaces.

Signs and Symptoms of COVID-19, per the CDC

1. Cough
2. Fever (100.4°F or greater)
3. Shortness of Breath
4. Sore Throat
5. New loss of taste or smell
6. Chills/shaking with chills

Additional symptoms may include:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

If you experience these symptoms, consult your doctor immediately. Remember, these symptoms may appear 2-14 days after exposure.

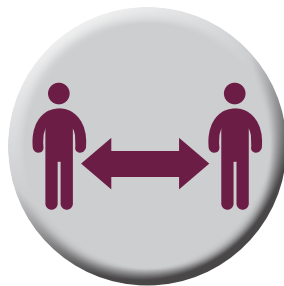
5

INDIVIDUAL



WELLNESS

- Evaluate self and family for symptoms
- **DO NOT REPORT TO WORK IF SICK OR IF A HOUSEHOLD MEMBER IS SICK**
- **LEAVE WORK** if symptoms appear during shift & inform your Manager/Foreman
- Respond to daily wellness questions **TRUTHFULLY**



SOCIAL DISTANCING

- **MAINTAIN 6' DISTANCE**
- If <6', don PPE (Mask/Glasses/Gloves)



HYGIENE, CLEANING & DISINFECTING

- Wash hands for 20 seconds **OFTEN**
- Do not touch eyes, nose, mouth, face
- Clean and disinfectant your tools/machines **OFTEN**
- Inform Foreman if there is an issue/concern



PPE

- **DON GLOVES 100% OF THE TIME**
- If <6', don Mask/Glasses/Gloves
- **ALWAYS HAVE PPE ON YOUR PERSON - CONDITIONS CAN CHANGE**



TRAINING & EDUCATION

- Stay educated through official websites & publications
- Attend and participate in toolbox talks and stand-downs

SUBCONTRACTOR

- Deliver *Wellness Questionnaire* **EVERY DAY, LEGITIMATELY**
- Do not allow sick workers on the project
- Send any worker exhibiting symptoms home
- If worker calls in/doesn't show, **FIND OUT WHY**
- Communicate all illnesses/symptoms to LKCO

- **ENFORCE 6' & PPE RULES RELIGIOUSLY** with employees
- Assign/coordinate work to maintain 6' rule
- For 'close contact' work, develop plan with crew
- Keep meetings to less than 10 people

- Provide cleaning solution for use by your employees
- Develop cleaning/disinfecting schedule for your equipment/tools
- Disinfect all common tools and areas
- Inform LKCO if there is an issue/concern

- Provide PPE for your employees (Masks, Gloves, Glasses)

- Conduct training using LKCO COVID-19 Site-Specific Plan
- Conduct training using LKCO COVID-19 General Policy
- Conduct training sessions weekly to keep workers up to date
- Develop list and plans for 'close contact' work - **TRAIN WORKERS**

LEE KENNEDY

- Provide Wellness Questionnaire to All Subs/Visitors/Staff
- Implement/Oversee temperature scanning operation
- Communicate non-personal information to project if someone on project is sick

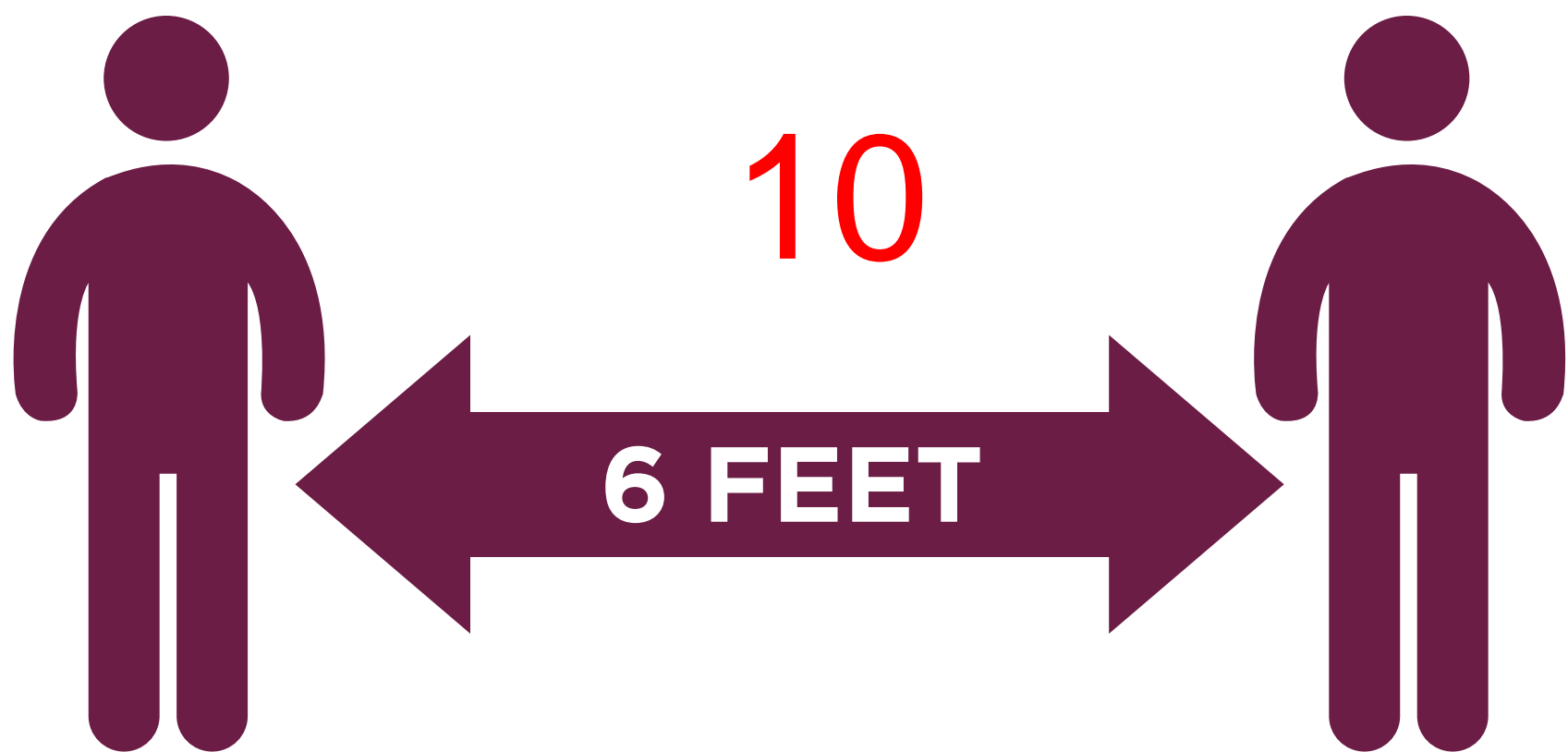
- Coordinate subs' work to accommodate 6' rule
- Use virtual meetings wherever possible
- Keep any necessary meeting to less than 10 people
- Coordinate start/stop or shift times to accommodate project

- Provide sinks/water/soap/towels - one per 40 employees
- Provide trash barrels at all sinks and bathrooms
- Develop cleaning/disinfecting schedule for high contact areas
- Implement project-specific cleaning/disinfecting schedule
- Address concerns brought to LKCO's attention

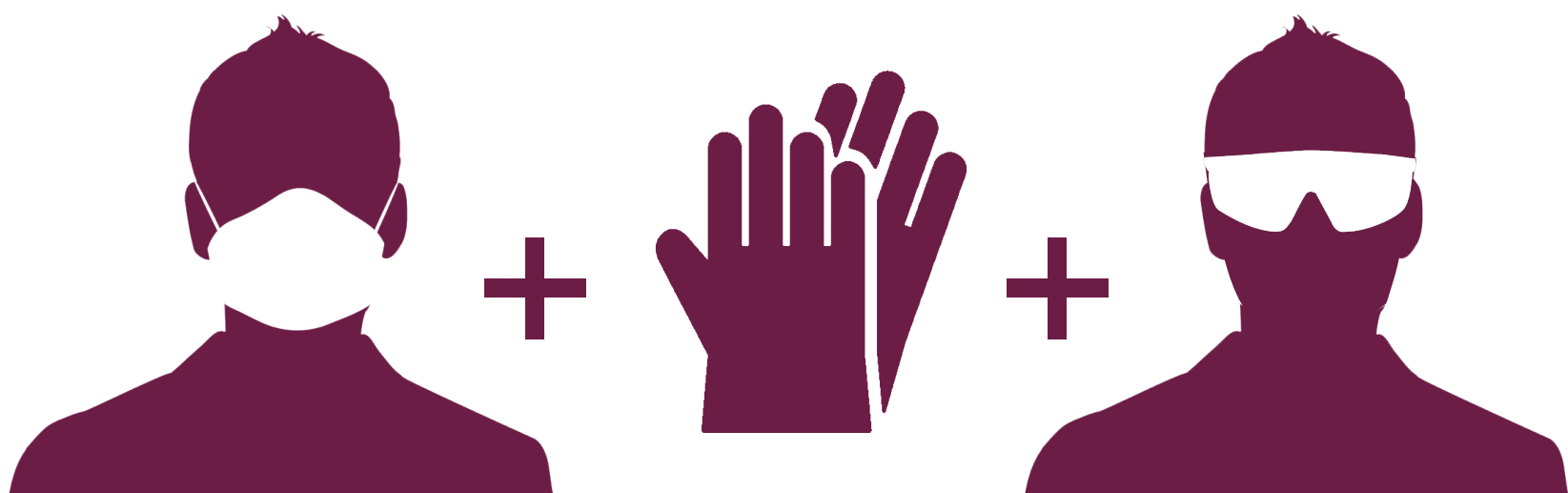
- Provide PPE for COVID-19 Officer(s)
- Provide PPE for temperature collectors
- Provide PPE for LKCO employees

- Hold stand-down within 3 days of return to work. Repeat as necessary
- Develop site-specific COVID-19 Plan - forward to all subs

# PRACTICE SOCIAL DISTANCING



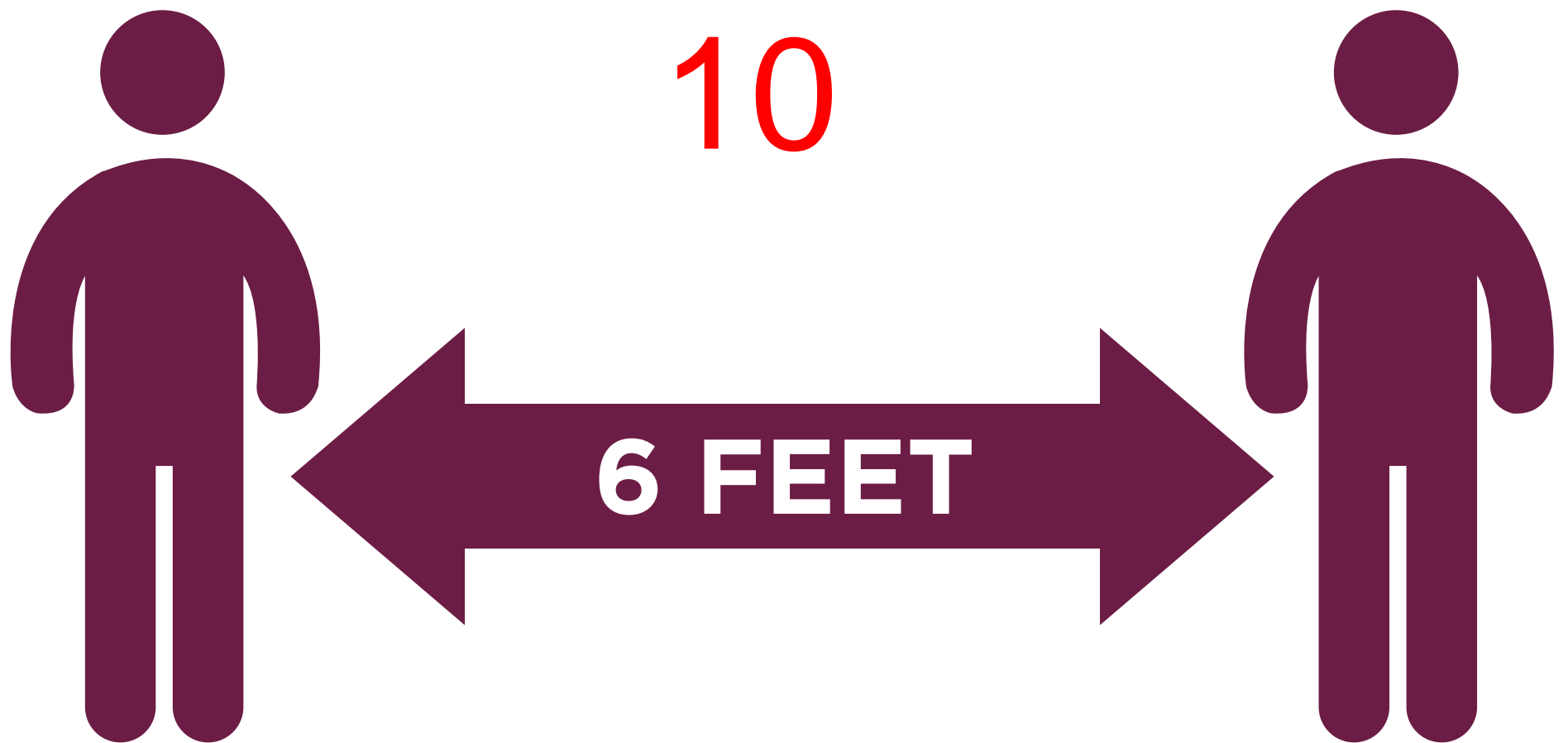
IF YOU CAN'T MAINTAIN  
6-FOOT DISTANCES, THE  
FOLLOWING ARE REQUIRED:



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# PLEASE PRACTICE SOCIAL DISTANCING



LEE KENNEDY

# **NOTICE**

**WASH HANDS  
BEFORE  
RETURNING  
TO WORK**

**4**



**LEE KENNEDY**

# *NOTICE*

**AVOID**

**CONTAMINATION**

**WASH YOUR**

**HANDS**

**4**



LEE KENNEDY





Hands  
that look  
clean can still  
have icky  
germs!



**Wash  
YOUR  
HANDS!**

**3**



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



¡Aunque las  
manos se vean  
limpias pueden  
tener microbios  
asquerosos!

# ¡Lávate las manos!

3



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



Mãos que  
parecem  
limpas  
podem ter  
germes  
nojentos!

# Lave as suas Mãos!

3



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



**YOU CAN HELP PREVENT THE SPREAD  
OF RESPIRATORY DISEASE LIKE COVID-19.  
STAY HOME IF YOU ARE SICK.**

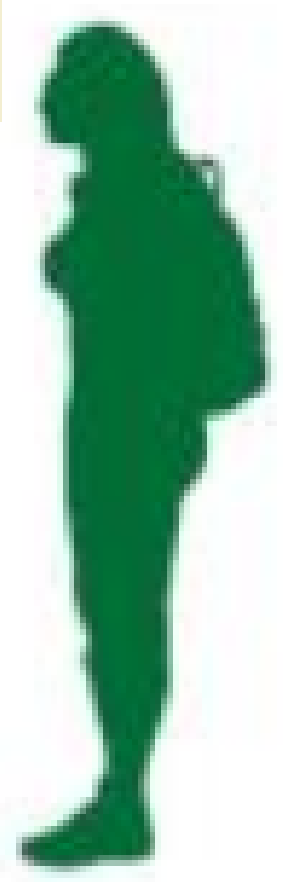
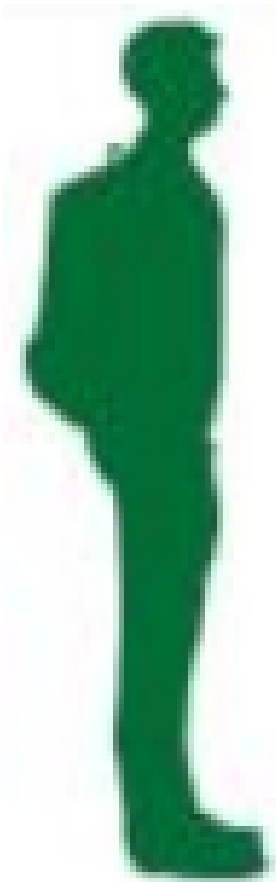
## **SOCIAL DISTANCING**

**Keep 6 feet between you  
and others when possible.**

**Avoid crowded public  
places where close  
contact may occur**

**Avoid mass gatherings.**

**5**



**USTED PUEDE AYUDAR A PREVENIR LA  
PROPAGACIÓN DE ENFERMEDADES  
REPIRATORIAS COMO EL COVID-19. QUÉDESE  
EN CASA SI SE ENCUENTRA ENFERMO.**

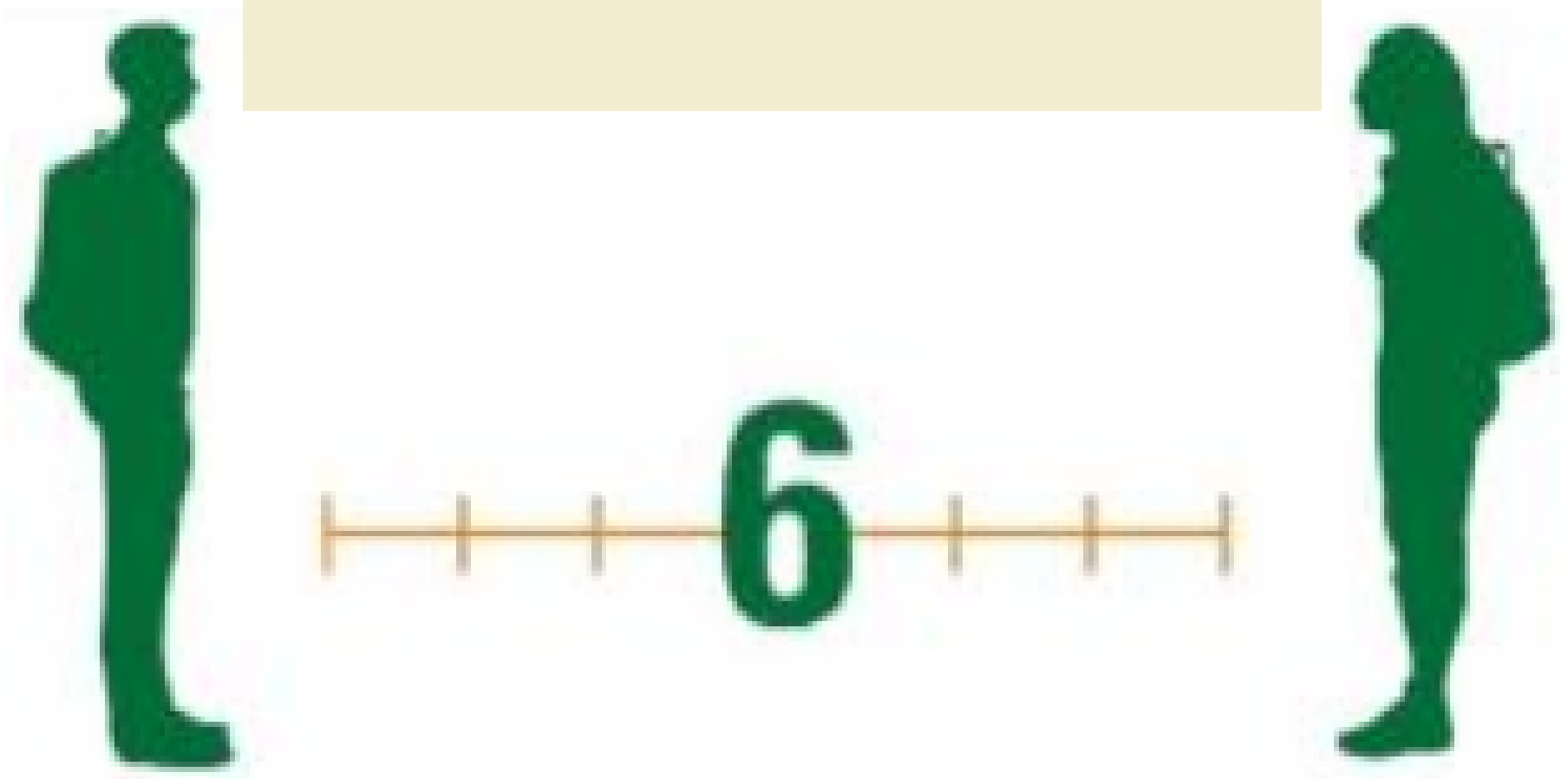
## **DISTANCIAMIENTO SOCIAL**

**Mantega 6 pies de distancia  
entre usted y otras personas  
siempre que sea posible**

**Evite lugares públicos  
aborratos de gente en donde  
podría tener contacto directo  
con otras personas.**

**Evite las reuniones masivas.**

**5**





## Feeling Sick?

6

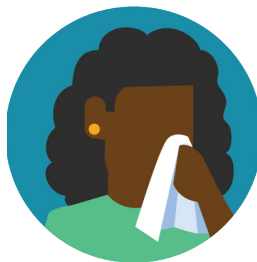
Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

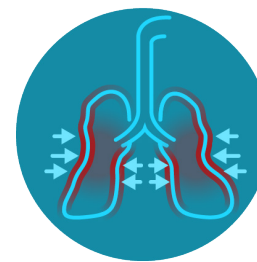
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS  
OF BREATH**



[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)





# ¿Se siente enfermo?

# 6

**¡Quédese en casa si está enfermo!**

Si no se siente bien o tiene alguno de estos síntomas,  
**por favor, salga del edificio y comuníquese con su proveedor de atención médica.**  
Luego, póngase en contacto con su supervisor.

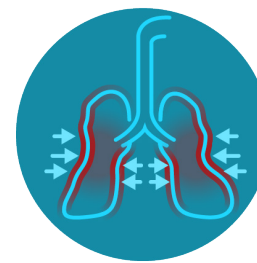
**NO ENTRE si tiene:**



**FIEBRE**



**TOS**



**DIFICULTAD  
PARA  
RESPIRAR**



**[cdc.gov/CORONAVIRUS-ES](https://cdc.gov/CORONAVIRUS-ES)**

# COVID-19 Safety Affidavit and Plan Submission Process

To Whom It May Concern:

As you know, the City of Boston has implemented new protocols for essential construction work in the City of Boston due to the public health emergency caused by the spread of COVID-19 (coronavirus). For the health and safety of workers, their families, and our communities, all permitted construction will be required to adhere to COVID-19 best practices during this public health emergency.

**This policy is effective for active permitted projects and for all future permit applications moving forward**, including Alterations, Amendments, Erect Building, Use of Premises, Short Form, Electrical (Temp Service, Low Voltage, Fire Alarm, and general), Plumbing, Gas, Sprinkler, Sheet Metal and Trench permits.

PLEASE NOTE: The Citywide moratorium for nonessential construction remains in effect. Contractors/permittees must upload COVID-19 Safety Affidavits and COVID-19 Safety Plans prior to resuming work. The Inspectional Services Department will notify contractors/permittees when the Citywide nonessential construction moratorium is lifted.

**COVID-19 Safety Affidavits and Safety Plans will NOT be accepted via email.**

For a jobsite to be permitted by the Inspectional Services Department the following additional documents must be attached to your application:

**COVID-19 Safety Affidavit** [Link: [COVID-19 Safety Affidavit](#)]

This affidavit attests that the contractor has created, provided to the City, and will implement its COVID-19 Safety Plan. It follows the same requirements as the Safety Plan. Failure to adhere to the policy may result in approval to work being revoked.

**COVID-19 Safety Plan** [Link: [COVID-19 Safety Plan](#)]

This document will detail the job site practices that the contractor will follow to protect worker safety. There are six key elements the City will be looking for in each plan:

- steps taken before shifts start to ensure workers are healthy;
- practices to ensure social distancing that can be achieved on the job site;
- materials provided to ensure job site hygiene;
- protocols for the use of personal protective equipment;
- communications and training practices to ensure everyone is informed; and

- procedures in case there is COVID-19 exposure on the job site.

**Note, prior to submission, you must determine your company's role – Contractor/General Contractor or Subcontractor**

If you are the contractor for a small project or the general contractor on a large project then you must attach to your application:

- A COVID-19 Safety Plan for the site
- A COVID-19 Affidavit for your company

If you are a subcontractor on a large project you must attach to your application:

- Your General Contractor's COVID-19 Safety Plan for the site
- A COVID-19 Affidavit for your company

**Instructions for Uploading Safety Affidavits and Safety Plans to existing permits:**

- Log on to the ISD's Online Permitting Portal [link: [Boston Permits & Licenses Portal](#)]
- Navigate to the permit application through Search or Recent Activity links
- Scroll down to the Attachments section, and click the "Upload Attachments" link
- Upload both the Safety Affidavit and Safety Plan, and any additional related information, as separate attachments
- Save the attachments

Contractors are required to have printed copies of both the COVID-19 Safety Affidavit and COVID-19 Site Safety Plan on hand at the job site, posted in a conspicuous place to the extent possible.

Thank you for your partnership during this time. Additional information on Mayor Walsh's original order can be found at [www.boston.gov](http://www.boston.gov). If you have any questions, please feel free to contact the Inspectional Services Department at 617.635.5300.

Sincerely,

Dion Irish, Commissioner  
Inspectional Services Department

### I. General Requirements

- a. The COVID-19 Officer(s) for this company is Jason Edic – Vice President, Risk Management. He can be contacted through the project Superintendent and/or Project Manager if there are any questions or concerns regarding this Plan or LKCo's policies and procedures.

Project Superintendent Contacts:	<i>Anthony Pisa</i>	617-593-0586	<a href="mailto:apisa@leekennedy.com">apisa@leekennedy.com</a>
	<i>Alex Darling</i>	508-813-2998	<a href="mailto:adarling@leekennedy.com">adarling@leekennedy.com</a>
Alternate Project Contacts:			
Project Executive:	<i>George McCarron</i>	617-680-3701	<a href="mailto:gmccarron@leekennedy.com">gmccarron@leekennedy.com</a>
General Superintendent:	<i>Eric Dakin</i>	617-201-6571	<a href="mailto:edakin@leekennedy.com">edakin@leekennedy.com</a>
Safety Manager:	<i>Cameron Hagggar</i>	603-540-7013	<a href="mailto:cchagggar@leekennedy.com">cchagggar@leekennedy.com</a>
Labor Foreman:	<i>Donal Mangan</i>	617-833-3019	<a href="mailto:dmangan@leekennedy.com">dmangan@leekennedy.com</a>
Project Manager:	<i>Nancy Notarangelo</i>	617-293-2722	<a href="mailto:nnotarangelo@leekennedy.com">nnotarangelo@leekennedy.com</a>

### II. Roles and Responsibilities

- a. LKCo is responsible to:
- Distribute this Project-Specific Safety Plan to the client, staff and all subcontractors, with explicit instructions to distribute to all employees.
  - For Cambridge Projects:** Submit a copy of the Project-Specific COVID-19 Plan to the city of Cambridge via their Viewpoint Permitting Portal.
  - For Cambridge Projects:** Submit all copies of Daily Wellness Questionnaires for the week to the City of Cambridge via their Viewpoint Permitting Portal by 5:00 PM each Friday.
  - Coordinate, oversee and conduct a project-specific stand-down. The stand-down will review the following:
    - This Project-Specific Safety Plan section;
    - The LKCo COVID-19 Project Planning, Prevention and Response Policy;
    - The LKCo COVID-19 Roles and Responsibilities Matrix (hand out or provide link).
  - Include the elements of this plan as part of the project-specific orientation process.
  - Ensure that each subcontractor has conducted a wellness self-certification for its employees each day.
  - Conduct and/or coordinate prescreening (anyone with a temperature reading of 100.4 °F or more will be sent home). NOTE: If any person refuses to undergo the screening, or becomes uncooperative, that person will be asked to leave the project. This person cannot return to the project until clearance is received from a medical professional. NOTE: This requirement also applies to visitors, delivery drivers, etc. who come to the project, unless the driver does not exit his/her vehicle.
  - Conduct COVID-19 Daily Checklist using Procore.
  - Send the signed COVID-19 Daily Checklist to owners/owner's representative daily.
  - Monitor the Project to help ensure that all employees and subcontractors follow the LKCo COVID-19 Policy and this Plan.
  - If non-compliance with LKCo responsibilities are found/observed to be non-compliant with this COVID-19 Plan, the Superintendent will develop a corrective action plan and ensure that corrective measures are implemented. If a subcontractor or subcontractor employee is found or observed to be non-compliant with the COVID-19 Plan, the subcontractor will develop a corrective action plan and the Superintendent will help ensure that it is implemented appropriately and effectively.
- b. Each subcontractor is responsible for the following:
- Establishing PEVIs, specific to its tasks, to address the policies in this plan, AT A MINIMUM.
  - Maintaining contact with its employees regarding their wellness and communicating any findings to LKCo.
  - Enforcing this policy, the guidelines established by the CDC, OSHA and the Commonwealth of MA/State of NH regarding COVID-19.
  - Deliver the wellness self-certification every day and turning it into the LKCo Superintendent.
  - Coordinating the work of its employees to maximize social distancing.
  - Supplying PPE for its workers.
  - Limiting gatherings to fewer than 10 people.
  - Providing disinfecting/cleaning materials for its employees, their tools and common areas.
  - Conducting training in accordance with this document.
  - Monitor employee's travel methods to ensure single-occupancy travel. Enforce with employees.
  - Ensuring that deliveries and materials brought to the project are washed prior to arriving, if possible/feasible.

*We will make safety a part of everything we do.*

- c. Each individual is responsible for the following:
  - i. Evaluating him/herself and household members for symptoms.
  - ii. Abiding by the Zero Tolerance Policy below.
  - iii. Responding to the wellness self-certification daily and truthfully.
  - iv. Maintaining a minimum of 6' distance from other employees. Where this is not possible, the PPE prescribed below (at a minimum) is required to be worn.
  - v. Personal hygiene (hand washing, not touching eyes/nose/face/mouth)
  - vi. Communicating with the employer regarding wellness.
  - vii. Attending and participating in toolbox talks, stand-downs, etc.

### III. ZERO TOLERANCE –

- a. There will be zero tolerance for sick workers reporting to or remaining at work.
- b. If you are exhibiting any of the symptoms related to COVID-19, you are to report this to your supervisor immediately, and proceed home from the jobsite, or stay home if already there.
- c. If you notice a coworker showing signs or complaining about such symptoms, he or she should be directed to his/her supervisor and asked to leave.

### IV. Pre-Work Screening

- a. At the beginning of each shift, all employees will meet outside of the workspace/building at the **Building 400/600 Stairwell** while maintaining a 6-ft. distance from each other. The foreman will conduct a wellness self-assessment survey and complete the Wellness Certification form. All crew members must verbally attest that they are symptom free. Those that attest will then be subjected to temperature screening. Any person that does not attest or attests that he/she has symptoms will be asked to proceed home and seek medical attention.
- b. Temperature screening will be conducted at the screening area located in the **Building 400 Gym**. Temperature screenings will be conducted by a medical professional or by a member of the staff, who shall be trained to conduct the screening, specific to the make and model thermometer being utilized. Only forehead-type or non-contact type thermometers will be utilized. Any person whose temperature is at or above 100.4 will be asked to leave the site, proceed home and seek medical treatment. NOTE: The screener must don an N-95 mask, goggles and gloves to conduct the screening procedure.

### V. Social Distancing.

- a. **All persons will work at a minimum of 6' apart.** If this is not feasible, workers who must work closer than 6' to one another must don a **facemask or face covering, gloves and safety glasses.** **NOTE: If social distancing is not possible and appropriate PPE is not available, the work CANNOT PROCEED.**
  - i. **There will be staggered start times in 15-minute intervals, starting at 5:30 AM and continuing 5:45, 6:00, 6:15, etc. until 7:00 AM.**
- b. LKCo and its subcontractor partners will manage the workforce's return to project over the course of weeks to allow for adequate training and social distancing.

### VI. Handwashing stations

- a. The handwashing stations on this project are located in the Café and Men's/Woman's Restrooms. They are to be kept cleaned and fully stocked with hand soap, hand sanitizer, and paper towels. A trash barrel will be available at each hand washing station.
- b. LKCo labor is responsible for executing our cleaning and decontamination procedures as posted on the job.
- c. Handwashing signs (proper handwashing 'how-to') will be posted at each location.

### VII. Cleaning and Decontamination procedure is as follows:

- a. LKCo will ensure that all "highly contacted" surfaces will be cleaned twice a day with disinfectant. **On this project specifically, this includes:**
  - i. **LKCo Field Office Area/Cafe.**
  - ii. **Restrooms**
  - iii. **Freight Elevator**
  - iv. **Stair & Ramp Handrails**
  - v. **Handwashing Stations**
  - vi. **Door knobs & Handles**
  - vii. **Janitors Closet(s)**
- b. Subcontractors are responsible for cleaning their trailers/shacks/designated break areas a minimum of twice a day.
- c. All gates, door handles, etc. are to be cleaned twice a day with disinfectant.

*We will make safety a part of everything we do.*



- d. When using equipment or vehicles, the worker must wipe down any area that they may touch with disinfectant prior to using/contacting the equipment and/or vehicle.
- e. All restroom facilities/porta-potties will be cleaned, and handwashing stations must be provided with soap, hand sanitizer, and paper towels.
- f. When cleaning high contact surfaces such as laptops, handrails, vehicles, door handles, etc., only use cleaners that are listed on the EPA.gov website (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).
- g. If required by a specific task, changing stations will be provided.

### VIII. Personal Protective Equipment.

- a. At a minimum cut-resistant gloves and a face covering, or mask are required at all times, in addition to normal PPE requirements.

### IX. Response

- a. If any person is reported to have symptoms consistent with COVID-19, has a clinical diagnosis of COVID-19, or has tested positive for COVID-19, it must be reported to LKCo. This includes individuals who remain home with illness.
- b. The Superintendent will notify the Vice President of Risk Management. LKCo and the subcontractor (or LKCo alone if it is an LKCo employee) will conduct an investigation/interview to determine pertinent facts (e.g. onset of symptoms, contact tracing, whether or not consultation with medical professional was sought, etc.). Non-descript/non-personal information may be communicated to the project, staff, subcontractors and/or owners/clients if the situation is deemed necessary. In any event, if a member of the site tests positive for COVID-19, the municipal health official and the project team will be notified.
- c. For all cases, an investigation will be conducted using the COVID-19 Assessment and Response Action Worksheet below:
  - i. Communicate with the individual either directly or through the employer. Determine the following:
    - 1. The individual has sought medical treatment and is following self-isolation;
    - 2. When symptoms were first experienced;
    - 3. Where the individual believes he/she could have been exposed;
    - 4. The area(s) where the individual worked over the previous 2-day period since the onset of symptoms;
    - 5. Names of persons in 'close contact' with the individual over the previous 2-day period since the onset of symptoms; Close Contact as defined by the CDC as being within 6 feet for 10 minutes or more and/or having direct contact with infectious secretions (e.g. being coughed or sneezed on).
  - ii. Determine who may have had 'casual contact' with the individual over the previous 2-day period since the onset of symptoms. Casual Contact is defined as working in the same indoor environment with the individual, such as an office or project site for a prolonged period but not meeting the definition of close contact. It would also include incidental interactions with the individual such as walking by the person or briefly being in the same room.
  - iii. Keep the identity of the individual private. (If the individual agrees to share his/her name, this will help people assess if they were in close contact, but the individual may maintain privacy if desired – it is his/her choice).
- d. Close contacts will be required to self-quarantine for 14 days, practicing social distancing and monitoring symptoms. If they remain symptom-free for 14 days from the day they had contact, they can return to work.
- e. Individuals who may have experienced casual contact do not need to self-quarantine but should self-monitor for any developing signs of a fever, cough or difficulty breathing.
- f. Confirm with the individual that they should not return to work until a doctor confirms it is safe to do so, in writing. This doctor's note must be presented as a condition of the individual's return to work on site.
- g. If an employee becomes ill while on site, or is notified that they may have been in close contact with someone that has received a positive diagnosis or become ill, the Contractor is responsible to stop all work directly associated with the area where the employee may have been working or may have visited while on site (restroom, designated break area, storage room, shanty, etc.).
  - i. The area should be controlled in such a manner to eliminate the potential for both worker and public exposure.
  - ii. LKCo will post signage, barricades and other protective measures to ensure the area remains undisturbed.
  - iii. LKCo and the subcontractor will determine the scope of cleaning and disinfection needed. The scope will be based upon the individual circumstances. If decontamination is required, Tyvek suits, ½ Face APR's, nitrile gloves and goggles or a face shield are required.
  - iv. The area may re-open once the cleaning procedures have been completed.

### COVID-19 Assessment and Response Action Worksheet

Project Name	
Date	
Describe Contact Scenario	
Employer	
Occupation	
Medical Treatment Sought	
Date of 1 <sup>st</sup> Symptom	
Description of Symptoms	
Potential Point of Exposure	
Date Last on Project	
PPE Use (Typical)	
Locations Worked on Project	
Possible Close Contacts	
Disinfection/Cleaning Plan	
Communication Plan	

## Containing the Spread of COVID-19

The following is based on CDC recommendations

### Person 2

Person 2 should self-quarantine for 14 days from date of last contact with Person 1 and self-monitor for fever, or new cough. The CDC defines **Close Contact** as:  
a) being within approximately 6 feet of Person 1 for an extended period of time, or b) having direct contact with infectious secretions of Person 1 (i.e., being coughed on).

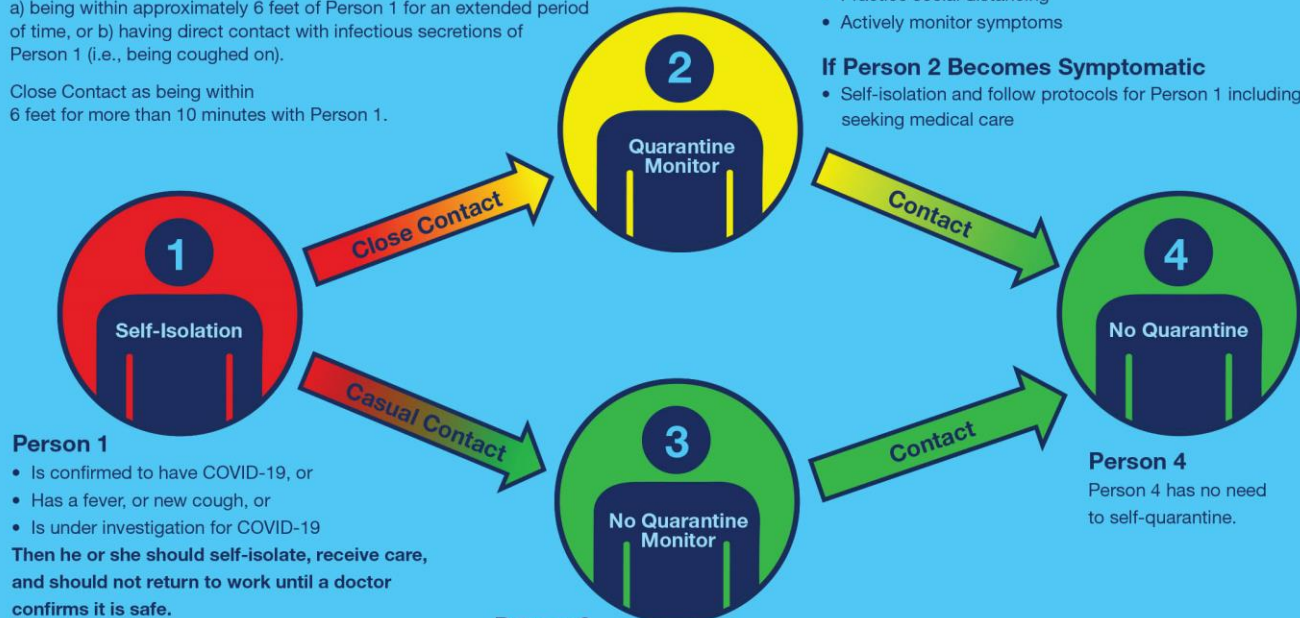
Close Contact as being within 6 feet for more than 10 minutes with Person 1.

### If Person 2 Is Asymptomatic

- Remain at home for 14 days or in a comparable setting
- Practice social distancing
- Actively monitor symptoms

### If Person 2 Becomes Symptomatic

- Self-isolation and follow protocols for Person 1 including seeking medical care



### Person 1

- Is confirmed to have COVID-19, or
- Has a fever, or new cough, or
- Is under investigation for COVID-19

Then he or she should self-isolate, receive care, and should not return to work until a doctor confirms it is safe.

At this time, direction is at least 72 hours after the resolution of fever, cough, gastrointestinal and respiratory symptoms without the use of medication.

### Person 3

Person 3 has no need to self-quarantine. Person 3 should self-monitor for a fever, or new cough.

**Casual Contact** would include working in the same indoor environment, such as an office or project site, with Person 1, for a prolonged period of time but not meeting the definition of Close Contact. It would also include incidental interactions with Person 1 such as walking by the person or being briefly in the same room.

*We will make safety a part of everything we do.*

### X. Additional Requirements

- a. Non-essential personnel are not permitted on the site. The Superintendent has the authority to decide who is considered essential versus non-essential. All visitors must adhere to this Plan, including the prescreening process.
- b. Our Foremen's meeting will be held on **Tuesdays at 9:30 AM**. If possible, we will hold the meeting via conference call or web meetings.
- c. Toolbox talks should be held outside, if possible, in groups of 10 or smaller while maintaining a 6-ft. distance from each other.
- d. Laminated copies of the COVID-19 safety guidelines and handwashing instructions will be posted at various locations on the job.
- e. Do not share water bottles, food containers, or headphones. Food should be brought from home. There will be no food truck on-site.
- f. Stagger break times to maintain small groups of 10 or under. Remember to maintain social distancing during breaks as well.
- g. Practice proper hygiene. Cover your cough/sneeze with a tissue and then discard the tissue or cough/sneeze into your elbow.
- h. Do not shake hands.
- i. Avoid touching your eyes, nose, and mouth with your hands.
- j. Wash your hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- k. On elevators, maintain 50% capacity, 9 employees plus the operator, **WHICHEVER IS LESS**. Any person on a hoist/elevator is required to don a facemask.
- l. All employees must use their own vehicle for travel to and from the jobsite. Ride sharing will not be permitted, including shuttles provided from parking areas to the jobsite. This requirement is to be monitored by each employer.

### XI. PEVI

- a. **Plan.** Using the PEVI Plan, the foreman or safety manager shall develop a plan that addresses the requirements of this section of the Project-Specific Safety Plan. At a minimum, address the conditions where work within 6' will be allowed and the precautions that must be undertaken to minimize exposure. Precautions can include cleaning/disinfecting of tools and equipment, use of personal tools only (as opposed to community tools), increased level of PPE (Tyvek suit, N-95 masks, faceshields, etc.).
- b. **Execute.** Using the PEVI Plan, the foreman or safety manager shall train the crew conducting the task, and the PEVI Plan will be posted in each work area where the task is taking place.
- c. **Verify.** The foreman is required to observe work daily. The safety manager for the subcontractor is required to conduct a formal, documented safety inspection weekly.
- d. **Improve.** Where unsafe conditions or acts are observed, the observer (employer's foreman, safety manager, project manager) shall make immediate corrections. Where the PEVI Plan did not address the appropriate action or phase requirements, it shall be adjusted, and re-training shall take place.

### XII. Work Plan

Number of workers expected to be onsite weekly: \_\_\_\_\_

- a. Under this Section, list out ALL activities, and the details of those activities, onsite that are not possible to complete while maintaining the required 6' social distancing (i.e. a. Roofing, b. Electrical c. Plumbing, d. Housekeeping, etc.). If alternative methods are not possible to complete the tasks, a facemask or face covering, eye protection, and cut resistant gloves are required as stated in section V(a) of this plan.

**NOTE: IF SOCIAL DISTANCING IS NOT POSSIBLE AND APPROPRIATE PPE IS NOT AVAILABLE, THE WORK CANNOT PROCEED.**

### XIII. Jobsite Photos

- a. Under this section, include photos of ALL entry points to the jobsite, ALL restrooms/handwashing stations, and All other jobsite areas onsite with proper signage (i.e. a. North Entrance, b. South Entrance, c. North & South Stair, d. Handwashing Stations, e. Restrooms, etc.). Proper signage per Cambridge includes: Symptoms of COVID-19/Stay at Home, Handwashing, and Social Distancing. **NOTE: LKCo will post other signs throughout the job in addition to the signs required by the city of Cambridge.**

### XIV. Frequently Asked Questions

The following information is a list of frequently asked questions addressing concerns about potential COVID-19 exposure on-site. The answers to these questions are largely based on CDC guidelines, Mass Department of Health recommendations, OSHA guidelines and the LKCo COVID-19 policy. It is important to note that any and all communication concerning these matters will be distributed via Jason Edic (or his designee) through the LKCo home office. If a question arising that is not on this document, do not hesitate to reach out to the Safety Department.

In all cases where employees are sick or potentially exposed to COVID-19, the subcontractor **MUST** notify LKCo. LKCo will in turn notify the project (in a non-descript fashion so as to the protect privacy) in an effort to maintain transparency and so that others can take precautions.

- a. **What is the procedure if an employee has reported to his/her supervisor that he/she is staying home because they are sick?**
  - i. Have them consult a licensed health care professional (LHCP).
  - ii. If he/she has COVID-19 symptoms, they should self-isolate until the following are met:
    1. They have had no fever for at least 72 hours (3 full days with no fever without the use fever reducing medications).

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2. Other symptoms have improved.
  3. At least 10 days have passed since your symptoms first appeared.
  - iii. If the symptoms are not COVID-19 related, they must consult a LHCP, self-monitor for worsening symptoms, and return to work when healthy, or directed by their LHCP.
  - iv. At the project, LKCo will clean/disinfect any high-contact surfaces as soon as notification is made. The employer of the sick employee must isolate, clean and disinfect any tools/equipment/personal effects used by the sick employee.
  - v. If possible, the employee should provide a note to their employer from their LHCP.
- b. What is the procedure if an employee was onsite and then tested positive for COVID-19?**
- i. If it has been less than 7 days since the employee was on the project, take the following steps:
    1. Isolate the area(s) where the employee had worked.
    2. Open outside doors/windows to increase ventilation.
    3. Clean and disinfect all areas where the employee could have contacted (e.g. offices, bathrooms, common areas, trailers, tools, electronic equipment, elevators, etc.)
    4. Identify all the employees that the sick employee could have come in close contact with (within 6ft for at least 10 minutes) and have them self-quarantine for 14 days after their last known contact with the sick employee.
    5. Anyone else at the project that may have been exposed will be asked to self-monitor for symptoms.
    6. LKCo will call the Department of Public Health's On-call Epidemiologist at 617-983-6800.
  - ii. If it has been more than 7 days since the employee was on-site (symptomatic or asymptomatic), no additional steps are necessary.
- c. How long does an employee need to stay home after testing positive for COVID-19?** A person with COVID-19 who has stayed home can stop home isolation and return to work under the following conditions:
- i. If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:
    1. You have had no fever for at least 72 hours (that is 3 full days with no fever without the use of medicine that reduces fever), AND;
    2. Other symptoms have improved (for example, when your cough or shortness of breath has improved), AND;
    3. At least 10 days have passed since your symptoms first appeared.
  - ii. If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:
    1. You no longer have a fever (**without** the use of medicine that reduces fevers)
    2. Other symptoms have improved (for example, when you cough, or shortness of breath have improved)
    3. You received two negative tests in a row, at least 24 hours apart.
  - iii. If possible, the employee should provide a note to their employer from their LHCP.
  - iv. If you did not have any symptoms but tested positive for COVID-19 and did not have a test to determine if you are still contagious, you can leave home after these two things happen:
    1. At least 10 days have passed since the date of your first positive test.
    2. You continue to have no symptoms (no cough, or shortness of breath) since the test.
  - v. If you did not have any symptoms but tested positive for COVID-19 and you did have a test to determine if you are still contagious, you can leave home after this happens:
    1. You receive two negative tests in a row, at least 24 hours apart.
- d. How long does an employee need to stay home after testing negative for COVID-19?** He/she can stop home isolation and return to work under the following conditions:
- i. You have had no fever for at least 72 hours (that is 3 full days with no fever without the use of medicine that reduces fever), AND;
  - ii. Other symptoms have improved (for example, when your cough or shortness of breath has improved), AND;
  - iii. At least 10 days have passed since your symptoms first appeared.
  - iv. If possible, the employee should provide a note to their employer from their LHCP.
- e. What do I tell someone who is not sick (asymptomatic) but is caring for someone that is COVID-19 positive?**
- i. Self-Quarantine
  - ii. Monitor your health
  - iii. If you do not show signs of COVID-19 for at least 14 days after the last time you were potentially exposed, your self-quarantine period is finished.
- f. What if someone in an employee's home might have been exposed to COVID-19, but the employee remains healthy?**
- i. The employee must use the following guidelines until after 14 days from the household member's last potential exposure to COVID-19:
    1. Self-monitor for symptoms of COVID-19.
    2. Practice social distancing and stay out of crowded areas.
    3. Wear a face covering at work at all times.

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4. Follow the CDC guidance if symptoms develop.
- g. What if someone has a temperature of 100.4 or greater when screened in the morning?**
  - i. Same answer as **a(II)** above.
  - ii. All employees that were in the screening area will be advised to self-monitor for symptoms, maintain social distancing, and follow CDC guidelines if symptoms develop.
  - iii. The screening area will be closed off to be cleaned and disinfected before screening may continue in that area. NOTE: make sure the project has a secondary area to screen employees.
- h. What if we find out that an employee onsite has recently tested positive for COVID-19 before they arrived on-site?**
  - i. Notify the COVID-19 Officer and they will investigate the situation.
  - ii. If the employee has no symptoms and has been cleared by a LHCP or followed the CDC guidelines for discontinuing home isolation, no further action is necessary.
- i. What is the procedure for when an employee witnesses another employee coughing or displaying symptoms of COVID-19?**
  - i. Employees are instructed not to confront other employees but to report any suspicious behavior to their Supervisor.
  - ii. The Site COVID-19 Officer will immediately investigate the situation.
  - iii. All employees are instructed to STAY HOME if they are sick.
  - iv. If someone comes to work sick or becomes sick at work, they will be asked to leave.
  - v. If they refuse to leave, they will be removed from the site and not let back on-site for the duration of the project.
  - vi. This is a ZERO TOLERANCE situation.
  - vii. Any employee in close contact with that person will be asked to self-monitor for symptoms of COVID-19 until further notice.

### **XV. Links to Additional Information**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>  
<https://www.mass.gov/news/dph-public-health-advisory-stay-at-home-advisory>





## **DAILY COVID-19 CERTIFICATION FORM**

JOB SITE LOCATION: \_\_\_\_\_

PROJECT MANAGER/FOREMAN/LEAD SUPERVISOR (Printed Name): \_\_\_\_\_

DATE OF WORK THIS FORM COVERS: \_\_\_\_\_

**INSTRUCTIONS:** This form **MUST** be completed and signed by the PM/foreman/Lead Supervisor **EACH DAY BEFORE** any workers are allowed to enter the jobsite.

**No worker may be permitted on the jobsite until they have reviewed the COVID-19 Awareness Training.**

**I have taken the temperature of and spoken to every member of my crew and each has confirmed that they:**

- ☐ have **REVIEWED** the COVID-19 Awareness Training
- ☐ have **NO SIGNS** of fever, a cough, or trouble breathing within the past 24 hours
- ☐ have measured their temperature and do not have a temperature above 100.0 degrees
- ☐ have **NOT** had "close contact" with an individual diagnosed with COVID-19. "Close Contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, knowingly being within 6-feet of a person who has tested positive for COVID-19, or coming in direct contact with secretions (e.g. sharing utensils, being coughed on etc.) from a person who has tested positive for COVID-19, while that person was symptomatic.
- ☐ have **NOT** been asked to self-isolate or quarantine by a doctor or public health official.

**I certify all are qualified to enter the site.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Jobsite Crew/Worker Information**

Name	Cell	Signature

COMPLETION OF THIS FORM IS REQUIRED BEFORE ANY WORKER IS ALLOWED ON TO ANY EAW  
WORKSITE EVERY DAY



## DAILY COVID-19 CERTIFICATION FORM

[illegible]

COMPLETION OF THIS FORM IS REQUIRED BEFORE ANY WORKER IS ALLOWED ON TO ANY EAW  
WORKSITE EVERY DAY



## **Jobsite Protocols COVID-19**

Environments at Work (EAW) is committed to the health and safety of all our employees, customers, and subcontractors. The following guidelines MUST BE implemented on each EAW jobsite\*.

### **Pre-entry COVID-19 Screening**

Each EAW employee and subcontractor employee must self-screen before entering the jobsite and confirm that each has:

- No sign of fever, a measured temperature above 100.0 degrees, a cough, sore throat, chills or trouble breathing in the past 24 hours.
- Not had any contact with anyone diagnosed with COVID-19.
- Not been requested to self-isolate or quarantine by a doctor or public health official.

### **Awareness Training**

All workers must read the following documents:

- OSHA's Alert Bulletin: "COVID-19 Guidance for the Construction Workforce" <https://www.osha.gov/Publications/OSHA4000.pdf>
- OSHA's Alert Bulletin: "Prevent Worker Exposure to Coronavirus (COVID- 19)" <https://www.osha.gov/Publications/OSHA3989.pdf>
- Laborer's Health & Safety Fund of North America: "CORONA VIRUS & COVID-19: PREVENTION AND RESPONSE" [https://www.lhsfna.org/LHSFNA/assets/File/Coronavirus%20\(COVID-19\)%20Prepare%20and%20Respond%204\\_30\\_20%20for%20Web.pdf](https://www.lhsfna.org/LHSFNA/assets/File/Coronavirus%20(COVID-19)%20Prepare%20and%20Respond%204_30_20%20for%20Web.pdf)
- Centers for Disease Control and Prevention: "SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)" <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

### **Proper PPE is Always Required**

Every jobsite could require the use of one or all the following based on conditions and job task:

- |                   |                        |
|-------------------|------------------------|
| - Face Masks      | - Eye Protection       |
| - Hard Hats       | - Gloves               |
| - Foot Protection | - High visibility vest |

### **Social Distancing**

- We will strictly apply CDC recommendations on social distancing, including a 6-foot separation rule. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- Where work conditions make social distancing impossible to achieve, employers must supply their employees with PPE including a standard face mask, gloves, and eye protection.

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\* EAW assumes no liability for any personal injury, medical expense or other damage that may be sustained by any trade partner, its employees or any other person who may be at the jobsite for actual or potential exposure to COVID-19 or subsequent illness or treatment.



## **Jobsite Protocols COVID-19**

### **Breaks**

A "No Congregation" policy is in effect. Individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.

### **Equipment**

Disinfecting all shared equipment and tools is required and the responsibility of each worker. All shared equipment must be disinfected after each use and before any use by another worker.

### **Jobsite Meetings**

- All meetings must adhere to the 6-foot rule. No more than 10 people should assemble in one space
- EAW recommends using technology like zoom or skype for meetings

### **General Jobsite Guidance to Prevent Transmission**

- Do not share water bottles or food
- Avoid touching or adjusting PPE
- Remove gloves if they tear
- Limit surfaces and items touched
- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol. Hands must be washed before starting work, after any break including restroom use, lunch and other breaks and before leaving work for the day
- To avoid spreading germs, clean up after Yourself. Disinfect all surfaces worked on or around frequently
- Avoid touching eyes, nose, and mouth with your hands
- Do not allow others to move or pack your personal belongings or equipment

### **Zero Tolerance Sick Policy**

- There is zero tolerance for sick workers reporting to a jobsite. **IF YOU ARE SICK, STAY HOME!**
- If you arrive at the jobsite and begin to feel sick, **GO HOME!**
- If you find out someone on the jobsite is sick, **SEND THEM HOME!**
- **Failure to adhere to this protocol will result in dismissal from the jobsite!**

### **COVID-19/Symptom and Response Policy**

If a person presents symptoms at the jobsite the following protocols should be followed:

1. Notify company contacts listed in the COVID-19/Symptoms Response Contact Sheet attached
2. Immediately remove the person from the jobsite
3. Document where the person was working, names of people in close contact. Notify all foreman/customer/supervisors on the jobsite
4. Those asked to leave the jobsite cannot return until cleared by a medical professional.



## Jobsite Protocols COVID-19

COVID-19/Symptoms Response Contacts				
	EAW On-Site Contact	Customer Contact	Additional Contact	HR Contact
Company				EAW
Name				Susan Donoghue
Title				HR Manager
Cell				617.922.3634
Email				susand@environmentsatwork.com

	Additional Contact	Additional Contact	Additional Contact	Additional Contact
Company				
Name				
Title				
Cell				
Email				

	Additional Contact	Additional Contact	Additional Contact	Additional Contact
Company				
Name				
Title				
Cell				
Email				

	Additional Contact	Additional Contact	Additional Contact	Additional Contact
Company				
Name				
Title				
Cell				
Email				



## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
3Form	16-Mar	no delays	Yes
290 Sign Systems	31-Mar	extended lead times	Yes
Aceray LLC	31-Mar	12 week lead time	Yes
Adesso	31-Mar	no delays; standard lead times	Yes
AFR Furniture Rental	20-Mar	Operating as usual under the essential business waiver; no delays in delivery or pick up	Yes
AIS	21-Apr	production limited to healthcare	Yes
Agati	31-Mar	manufacturing on hold until April 30th. Our lead time are 8-10 weeks from May 1st...so we will be shipping our first orders out of this shutdown around July 1st.	Yes
All Seating	31-Mar	Orders that are in response to CoVid-19 are prioritized; quick ship program	Yes
Allermuir	31-Mar	current production shutdowns/shifts to allow for support of production for essential business. Currently, we are extending our leadtimes by 4 wks on new orders on top of our standard leadtimes	Yes
Allsteel Align Lockers, Towers and Wardrobes	7-May	products have returned to the normal lead time range, although continue to see variability in select products and finishes. Working to return the product series extensions detailed below to normal lead-times by the end of June. 5-7 weeks	Yes
Allsteel Clubhouse	7-May	6-8 weeks	Yes
Allsteel Reflect	7-May	6-8 weeks	Yes
Allsteel Ancillary Lines	7-May	Lead times remain variable for Park Lounge, Retreat, Rock, Sketch, Vicinity Lounge, and Wedge, along with some other ancillary product and select fabric. Anticipate being able to communicate more concrete lead times on most variable items by the end of May	Yes
AMQ Solutions	31-Mar	production for orders from essential clients only	Yes
Andreu World	31-Mar	factory closed; re-opening April 9. Lead time 12 weeks from production date	Yes
Appenx	31-Mar	no delays; standard lead times	Yes
ARC Com Fabrics	31-Mar	no delays; standard lead times	Yes
Arcadia	31-Mar	production resumed 3/27 after one week shutdown	Yes
Architex	31-Mar	production shut down indefinitely	Yes; in-stock fabrics only
Arper USA	31-Mar	USA facility is running Italian facility closing temporarily	Yes
Bene	21-Apr	production open; call to check lead times	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
Berco	26-Mar	production to begin again 3/30 after receiving essential business waiver; 8 week lead time for new orders	Yes
Bernhardt Furniture	31-Mar	we are expecting a two week addition to our lead time but we are taking new orders. The seating lead time is 6-8 weeks and tables/credenzas are 9-11 weeks	Yes
Bernhardt Hospitality	31-Mar	production shut down through mid-April	No
Biofit	31-Mar	no delays; standard lead times	Yes
Bisley	21-Apr	production open; call to check lead times	Yes
Blu Dot	31-Mar	operational	Yes
BodyBilt/Ergogenesis	31-Mar	no delays; standard lead times	Yes
Bold Furniture	31-Mar	Temporarily Closed	No
Boss Design Limited	31-Mar	shipping delayed	Yes
BRC	31-Mar	no delays; 6-8 week lead time	Yes
Brentanto	16-Apr	<ul style="list-style-type: none"> <li>• Shelter-in-place extended to May 1st.</li> <li>• Customer Service, Sales and Marketing teams are working remotely and will process all orders.</li> <li>• Shipping of orders begins May 1st.</li> <li>• Honoring existing reserves until they expire; no new reserves accepted.</li> </ul>	Yes
Bretford	31-Mar	lead time 10 business days	Yes
Brunner UK Ltd	21-Apr	production open; call to check lead times	Yes
Bush Business Furniture	31-Mar	no delays; standard lead times	Yes
Buzzispace Inc	21-Apr	production open; call to check lead times	Yes
Byrne	27-Apr	3/23 - 5/18: production limited to clients considered to be essential businesses; requiring proof in writing that clients are essential	Yes
Cabot Wrenn	31-Mar	extended lead times	Yes
Calligaris	31-Mar	no delays; standard lead times	Yes
Camira Fabrics	31-Mar	closed through 4/14	No
Carnegie	31-Mar	no delays; standard lead times	Yes
Carolina Business Furniture	26-Mar	3/28 - 4/23: production limited to clients considered to be essential businesses; 8 - 9 week lead time on new orders	Yes
CCN International	31-Mar	Temporarily Closed	No
Century Furniture	31-Mar	factory closed 3/30 - 4/3	No
CF Stinson	31-Mar	no delays; standard lead times	Yes
Cherryman	31-Mar	in operation with their in stock program from all 5 regional warehouses.	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
Claridge	31-Mar	quickship closed indefinitely; factory open - current lead time 6 - 8 weeks	Yes
Clarus Glassboards	31-Mar	operational	Yes
Clear Design	31-Mar	3 day lead time for in stock options	Yes
Coalesse	31-Mar	Hold on all orders in backlog scheduled to be produced in the next 30 days. New orders placed will be put in a queue	Yes
Commercial Furniture Group	31-Mar	no delays; call for lead time	Yes
Cort Furniture Rental	16-Mar	operating as usual under the essential business waiver; no delays in delivery or pick up	Yes
Cumberland	31-Mar	Temporarily Closed	No
Datesweiser	7-May	Factory in Buffalo just re-opened. Prioritizing back orders and lead times vary	Yes
Datum Filing Systems	31-Mar	Temporarily Closed	Yes
Davis	26-Mar	operating with a smaller staff; 10 - 12 week lead time for new orders	Yes
Decca Contract Furniture	2-Apr	extended lead times: 14 - 16 weeks	Yes
DesignTex	31-Mar	no delays; standard lead times	Yes
DIRTT	31-Mar	operational	Yes
Diversified Woodcrafts	31-Mar	lead times: quick ship 5 days, standard product 4-6 weeks, epoxy tops 10 weeks	Yes
Donnegan Systems	31-Mar	currently closed; re-opening their manufacturing operations April 6th.	Yes
Doug Mockett	31-Mar	Lead times, will vary on items. If items are in stock, they can ship right away.	Yes
DWR	31-Mar	call for lead times	Yes
Eagle MHC	31-Mar	no delays; standard lead times	Yes
Edelman	31-Mar	no delays; standard lead times	Yes
Egan Visual	23-Mar	production shut down through 4/6	No
Ekitta	2-Apr	extended lead times: 8-10 weeks	Yes
Eko Contract	31-Mar	Temporarily Closed	No
Emeco	31-Mar	Temporarily Closed	No
Enwork	31-Mar	closed indefinitely	Yes
ESI Ergonomic Solutions	31-Mar	operational; ships in 48 hours	Yes
Encore	31-Mar	production resumed 3/27 after one week shutdown	Yes
Environamics Inc	31-Mar	production lead-times are currently 6-8 weeks from approval of submittals and verification of field dims.	Yes
Essendant	31-Mar	operational	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
Fairfield Chair	31-Mar	factory closed through 4/13	Yes
Falcon/Thonet	31-Mar	no delays; standard lead times	Yes
Friant Associates	21-Apr	production open; call to check lead times	Yes
Fulbright & Company	31-Mar	operational	Yes
Geiger	24-Mar	no delays	Yes
Gibraltar	23-Mar	3/23 - 4/13: production and all business operations ceased	No
Global Furniture Group	31-Mar	7-10 weeks depending on product	Yes
GMI Companies (Ghent)	31-Mar	no delays; standard lead times	Yes
Grand Rapids Chair Co.	31-Mar	Closed through 4/14	No
Grainger	12-Mar	production limited to clients considered to be essential businesses until further notice	Yes
Great Openings	31-Mar	closed until April 13th per Michigan mandate but since one of their major furniture companies does a large portion in healthcare they have asked for an exception. WE will know know the lead time until they reopen the offices and factory.	No
Groupe Lacasse LLC	31-Mar	closed through 4/13	Yes
Gunlocke	7-May	Credentials 6--8 weeks; Callia, Calm, Ciji & Urbana 5-7 weeks; LIV & Motif 6-8 weeks	Yes
HAG Inc	31-Mar	operational	Yes
Halcon	16-Apr	<ul style="list-style-type: none"> <li>As an essential business, the factory is in production with 8-10 weeks lead time.</li> <li>Customer Service, Sales and Marketing teams are working remotely and will process all quote requests and orders.</li> </ul>	Yes
Hale Mfg Co	31-Mar	extended lead times	Yes
Hat Contract Inc	21-Apr	production open; call to check lead times	Yes
Haworth	7-May	The lead-times are expected to be standard which most will range from 4-6 weeks depending up upon the product category, but for most items like workstations, task seating, tables, and storage they will fall in there range with a few exceptions.	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
HBF Furniture/Textiles	16-Apr	<ul style="list-style-type: none"> <li>• <u>Shelter-in-place until April 27th.</u></li> <li>• <u>All orders in house that have a ship date will be delayed up to 3 weeks.</u></li> <li>• <u>All orders in house with no ship date will receive a 12 week lead time.</u></li> <li>• <u>All furniture and textile samples are still being shipped through HBF's website shopping cart.</u></li> <li>• <u>No: quoting, COM receiving, textile reserves and textile shipments until April 27.</u></li> </ul>	Yes
Herman Miller	7-May	<u>Manufacturing to re-open on 5/7</u>	Yes
HI5 Furniture Inc	31-Mar	<u>no delays; standard lead times</u>	Yes
Hickory Chair	20-Mar	showroom open by appointment only	Yes
Hightower	31-Mar	production shut down through 4/30	No
HON Corp / Lamex	21-Apr	production limited to healthcare	Yes
Hooker Furniture Corp	31-Mar	operational	Yes
Hospital Systems Inc	31-Mar	no delays; standard lead times	Yes
Howe	2-Apr	extended lead times 2 - 3 weeks from standard lead times. Most products being produced. Call for availability.	Yes
Humanscale	7-May	no delays; standard lead times. 1 to 6 weeks depending on product line	Yes
Hush Phone Booths	31-Mar	manufacturing products in Poland. Large availability of quick ship products in stock in US	Yes
ICF Group	31-Mar	factory closed through 4/6; lead time est 8 weeks from production date	Yes
Ideon	31-Mar	minimal operations	Yes
In2Design	31-Mar	standard lead time 4-6 weeks; longer for specials	Yes
Indiana Furniture Co	31-Mar	closed through 4/13	Yes
Innovant Group	21-Apr	production open; call to check lead times	Yes
Integra	31-Mar	extended lead times	Yes
Interstuhl	21-Apr	production open; call to check lead times	Yes
Intensa Medical & Laboratory Seating	31-Mar	Lead times depend on what products you order and availability.	Yes
IOA	16-Apr	<ul style="list-style-type: none"> <li>• As an essential business, IOA remains open.</li> <li>• If any of your hospital clients have needs, please reach out. In response to the COVID-19 crisis, IOA has developed a recliner/bed quick ship program and a customized Virtual Trunk Show.</li> </ul>	Yes
Isomi	31-Mar	operational	Yes
Izit Leather	31-Mar	extended lead times	Yes



## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
James Burleigh Ltd	31-Mar	production shut down through 4/14	Yes
Janus et Cie	31-Mar	no delays; standard lead times	Yes
JSI Inc	31-Mar	maintaining production, prioritizing orders to support healthcare providers	Yes
Kartell US Inc	31-Mar	lead time 12-14 weeks	Yes
Keilhauer	16-Apr	<ul style="list-style-type: none"> <li>• The factory reopened on April 14th with reduced staffing.</li> <li>• Will fulfill all existing orders and will process new orders.</li> </ul>	Yes
Kellex Seating	31-Mar	production shut down through mid-April	Yes
KI	24-Mar	no delays	Yes
Kimball Furniture Service	21-Apr	production limited to healthcare	Yes
Knoll	7-May	See detailed list attached for lead times	Yes
Knoll Studio	7-May	See detailed list attached for lead times	Yes
Knu LLC	31-Mar	implemented a quick ship program	Yes
Koleksiyon Furniture LLC	21-Apr	production open; call to check lead times	Yes
Krug Inc	31-Mar	operational	Yes
Lamps Plus	31-Mar	no delays; in stock ships 1 - 2 days	Yes
Landscape Forms	31-Mar	slated to reopen manufacturing on April 13 <sup>th</sup> and are asking all our clients that if their projects are deemed essential to complete this letter and send it back to us.	Yes
Lazy Boy	31-Mar	implemented a quick ship program	Yes
LDI Corp	1-Apr	no delays' standard lead times	Yes
Leaf Commercial Capital	17-Mar	no delay in finance application process	Yes; accepting finance applications
Lencore Acoustics	31-Mar	Temporarily Closed	No
Lesro Industries	1-Apr	re-opened factory on 4/1; production limited to (150) chairs per day	No
Level 4 Designs	31-Mar	extended lead times	Yes
Light Corp	31-Mar	production shut down indefinitely	Yes, based on evaluation of essential
Loftwall	31-Mar	no delays; standard lead times	Yes
Logiflex	31-Mar	closed through 4/13	Yes
Luna Textiles	21-Apr	production open; call to check lead times	Yes
LUUM Textiles	31-Mar	production shut down through 4/13	Yes
Lyndon Furniture	31-Mar	closed through 4/20	No
Maars US Inc	31-Mar	operational	Yes
M2L	31-Mar	20 week lead time	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
Magis	31-Mar	closed through 4/3	No
Magnuson Group	31-Mar	lead time is 7-8 weeks. European products are 12+ unless in stock in US.	Yes
Maharam	31-Mar	If an item is in stock, it can ship with 24-48 hours upon credit approval. If not in stock, we will quote lead time on an order by order basis, based on what each resource's status is (open or temporarily closed).	Yes
Marquis Contract Seating	31-Mar	factory closed through 5/1	No
Martin Bratrud	2-Apr	production shut down indefinitely	Yes
MASHstudios Inc	31-Mar	operational; shipping delayed	Yes
Maxon Furniture Inc	31-Mar	extended lead times; quick ship program	Yes
Maxwell Textiles	31-Mar	no delays; standard lead times	Yes
Mayer Fabrics	31-Mar	no delays; standard lead times	Yes
Maywood Furniture	31-Mar	factory closed indefinitely	No
Medline	31-Mar	no delays; standard lead times	Yes
Merge Works	31-Mar	operational	Yes
MTS Seating	31-Mar	factory closed indefinitely	No
Muraflex	31-Mar	Temporarily Closed	No
Narbutas International	21-Apr	production open; call to check lead times	Yes
Nasco Stone & Tile	31-Mar	no delays; standard lead times	Yes
National Office Furniture	31-Mar	extended lead times	Yes
Naughtone	31-Mar	added 3-4 weeks to our standard lead time.	Yes
Nemschoff	17-Apr	lead times continue in the 7-10 week range, although, we are putting together some Quick Ship Program to address certain products; Physicians' stools 4 -5 weeks	Yes
Nessen Lighting	31-Mar	Most orders are scheduled to ship around the 8-12 week mark.	Yes
Neurdorfer	31-Mar	factory closed indefinitely	No
Neutral Posture	31-Mar	no delays; standard lead times	Yes
Nevers Industries	31-Mar	operational	Yes
Nevins	30-Mar	70% of production shut down	Yes - scheduled in order of receipt
Nienkamper	31-Mar	extended lead times	Yes
Nightingale Corp	31-Mar	operational	Yes
Nucraft Furniture	31-Mar	closed through 4/13	No
Office Master Inc	31-Mar	closed through 4/13	No
OFS	26-Mar	3/28 - 4/23: production limited to clients considered to be essential businesses; 8 - 9 week lead time on new orders	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
Okamura Corp	21-Apr	production open; call to check lead times	Yes
OM Seating	31-Mar	production shut down through 4/3	Yes
Pallas Textiles	31-Mar	no delays; standard lead times	Yes
Palmer Hamilton	31-Mar	no delays; standard lead times	Yes
Peter Pepper Products	31-Mar	operational for essential orders only	Yes, based on evaluation of essential
Poly Concepts	31-Mar	no delays; standard lead times	Yes
PSI New England Storage Products	31-Mar	operational	Yes
Regency Seating Inc	31-Mar	no delays; standard lead times	Yes
Richelieu America Ltd	31-Mar	no delays; standard lead times	Yes
Room and Board	18-Mar	3/18 - 4/8: all stores closed; online orders are accepted during this time	Yes
RT London	31-Mar	production shut down through 4/13	Yes
Safco	31-Mar	operational; quick ship items in stock	Yes
Saint-Gobain Ecophon AB (Certainteed)	31-Mar	no delays; standard lead times	Yes
Sandler Seating Inc	31-Mar	extended lead times	Yes
Sauder Education	31-Mar	production shut down through 4/7; 8-10 week lead time from date of production	Yes
Scandinavian Spaces	31-Mar	operational; delayed shipping	Yes
Sedia Systems	31-Mar	operational	Yes
Segis	31-Mar	no delays; standard lead times	Yes
Senator	31-Mar	current production shutdowns/shifts to allow for support of production for essential business. Currently, we are extending our leadtimes by 4 wks on new orders on top of our standard leadtimes	Yes
Shev Chair	31-Mar	no delays; standard lead times	Yes
SitOnIt	26-Mar	production to begin again 3/25; production limited to clients considered to be essential businesses; 4 - 5 week lead time on new orders	Yes
Skyline Design	2-Apr	production is limited; lead times quoted on a case to case basis	Yes
Snowsound	26-Mar	no delays; 2 week lead time on new orders	Yes
Soelberg Industries	31-Mar	operational; shipping delayed	Yes
Sossego	16-Apr	<ul style="list-style-type: none"> <li>The factory is open and fully operational.</li> <li>Customer Service, Sales and Marketing teams are working remotely and will process all quote requests and orders.</li> <li>In Stock inventory is ready to ship.</li> </ul>	Yes
Source International	31-Mar	closed through 4/7	No
Spacestor	31-Mar	lead time 8 weeks	Yes

## FURNITURE MANUFACTURER PRODUCTION STATUS/LEAD TIME REPORT

Manufacturer	Date	Production Update/ Lead Times	Accepting orders
Special T	31-Mar	no delays; 3 week lead time	Yes
Stance Healthcare	31-Mar	possible delays	Yes
Steelcase	21-Apr	production open; call to check lead times	Yes
Studio Other	31-Mar	extended lead times	Yes
Stylex	31-Mar	operational	Yes
SurfaceWorks	31-Mar	no delays; standard lead times	Yes
Symmetry	26-Mar	no delays: 2 - 3 week lead time on new orders	Yes
Symphony Tables LLC	31-Mar	closed through 4/7	No
Tayco	31-Mar	no delays' standard lead times	Yes
Teknion Laminate Storage Items	7-May	Operating at 75-85% capacity. 8-9 week lead time	Yes
Teknion Seating	7-May	Operating at 75-85% capacity. 5-6 weeks	Yes
Teknion Studio	21-Apr	production open; call to check lead times	Yes
Teknion Systems Furniture	7-May	Operating at 75-85% capacity. 7-9 weeks	Yes
Tennsco	31-Mar	no delays; standard lead times	Yes
Three H Furniture	31-Mar	orders delayed 2 weeks	Yes
Trendway	31-Mar	Metal peds are experiencing delays; standard lead time on all other product	Yes
Tropitone Furniture Co	31-Mar	California plant closed Florida plant operational but expect delays	Yes
Tuohy Furniture Corp	31-Mar	operational; delayed shipping	Yes
Uhuru Design LLC	31-Mar	temporarily closed; ancillary available for quick ship	Yes; ancillary quick ship only
Ultrafabrics	30-Mar	no change in production as manufacturer is considered an essential business	Yes
Unika Vaev USA	31-Mar	extended lead times	Yes
Versa Products	31-Mar	7 days to ship	Yes
Versteel	16-Apr	<ul style="list-style-type: none"> <li>Shelter-in-place extended until April 20th.</li> <li>Customer Service, Sales and Marketing teams are working remotely and will process all quote requests and orders.</li> </ul>	Yes
Via Inc	31-Mar	operational	Yes
Vitra Seating Inc	31-Mar	most products being produced and shipped. Call for availability. Quick ship suspended until further notice.	Yes
Watson	31-Mar	production shut down through 4/20	No
Wisonart International	31-Mar	no delays; standard lead times	Yes
Woodstock Marketing Inc	31-Mar	shipments reduced to once per week due to limits by CA & CT	Yes
Woodtech	2-Apr	production shut down indefinitely	Yes
Workrite Ergonomics	21-Apr	production shut down indefinitely	Yes
Wyatt Office Furniture	31-Mar	production shut down indefinitely	No

# Knoll Lead Times Guideline

Orders Booked:

Friday, 5/1 through noon Thursday, 5/7

Orders Calculated off of Friday:

5/8/2020

Product	Standard Lead Time		Specials Lead Time	
	Scheduled Ship Date	Lead Time Weeks	Scheduled Ship Date	+4 weeks
Essentials 3 wk Program	5/29/2020	3 weeks	n/a	n/a
Essentials QuickShip Program	5/15/2020	1 week	n/a	n/a
Anchor Storage	6/5/2020	4 weeks	7/3/2020	8 weeks
Antenna Workspaces (Chrome Legs 6 wks)	6/5/2020	4 weeks	7/3/2020	8 weeks
Antenna Screens & Wood Storage	6/12/2020	5 weeks	7/10/2020	9 weeks
AutoStrada Laminate, V1/V2/V3 Veneers*	6/12/2020	5 weeks	7/10/2020	9 weeks
Calibre Storage	6/5/2020	4 weeks	7/3/2020	8 weeks
Crinion Table	7/10/2020	9 weeks	8/7/2020	13 weeks
Currents	6/5/2020	4 weeks	7/3/2020	8 weeks
Dividends Horizon	6/5/2020	4 weeks	7/3/2020	8 weeks
DatesWeiser (standard product)		n/a	n/a	n/a
Modified standard product		n/a	n/a	n/a
Custom product (dated at time of PO)		n/a	n/a	n/a
Horsepower	6/5/2020	4 weeks	7/3/2020	8 weeks
Interpole (Wood Storage 5 wks)	6/5/2020	4 weeks	7/3/2020	8 weeks
Islands	6/19/2020	6 weeks	7/17/2020	10 weeks
k. bench Height-Adjustable Bench	6/5/2020	4 weeks	7/3/2020	8 weeks
Fabric boards for k. bench desk screens not available currently		n/a		n/a
k. lounge*				
Base Delite textiles Turquoise, Cinder, Charcoal (excludes high back) + Stools in Delite Red, Green & Gray	5/29/2020	3 weeks	6/26/2020	7 weeks
All other Delite colors, KnollTextiles, tables & power options	6/19/2020	6 weeks	7/17/2020	10 weeks
COM	7/31/2020	12 weeks	8/28/2020	16 weeks
k. screen	7/3/2020	8 weeks	7/31/2020	12 weeks
k. stand Height-Adjustable Tables	6/5/2020	4 weeks	7/3/2020	8 weeks
KnollExtra	6/5/2020	4 weeks	7/3/2020	8 weeks
Sapper Monitor Arms, Sapper XYZ, Highwire, Sparrow, Power Disc	5/29/2020	3 weeks	6/26/2020	n/a
Fabric Boards and Smokador not available currently	6/12/2020	n/a	7/10/2020	n/a
Muuto (*exceptions below)				
U.S. In-stock		2-3 weeks	n/a	n/a
Denmark In-stock		7-9 weeks	n/a	n/a
Made to Order (M2O)		9-15 weeks	n/a	n/a
Office Seating	5/29/2020	3 weeks	6/26/2020	7 weeks
Luna (white base/grey seat; other finishes at 3 weeks)	6/19/2020	6 weeks		n/a
Pixel Tables		4-8 weeks		7-12 weeks
Propeller Tables	7/3/2020	8 weeks	7/31/2020	12 weeks
Quoin Storage	6/5/2020	4 weeks	7/3/2020	8 weeks
Reff Profiles Laminate, V1/V2/V3 Veneers*	6/12/2020	5 weeks	7/10/2020	9 weeks
Rockwell Unscripted**				
Steps (plywood only)	6/5/2020	4 weeks	7/3/2020	8 weeks
Tables, Puffy & Telly Screens, and non-upholstered Steps	6/12/2020	5 weeks	7/10/2020	9 weeks
Storage and Creative Wall	6/19/2020	6 weeks	7/17/2020	10 weeks
Lounge	7/3/2020	8 weeks	7/31/2020	12 weeks
Series 2 Storage	6/5/2020	4 weeks	7/3/2020	8 weeks
Telescope Height-Adjustable Bench	6/5/2020	4 weeks	7/3/2020	8 weeks
Template	6/5/2020	4 weeks	7/3/2020	8 weeks
Tone Height-Adjustable Tables	6/5/2020	4 weeks	7/3/2020	8 weeks

+ Note that these are guidelines based on current conditions and are not guaranteed.

+ Consult the Workplace Weekly for temporary exceptions.

+ Mock Up lead times are 2 weeks for standard product and 4 weeks for specials product.

+ Upholstery lead times begin upon receipt of specified textile.

+ Lead times for additional KnollStudio product are available separately on the [knoll.com/leadtimes](https://www.knoll.com/leadtimes).

\* For orders greater than 25 stations, please submit an LTPR for fabric reservation and V3 inventory check.

\*\* Lead times for upholstered Rockwell Unscripted and k. lounge items are dependent upon availability of textiles.



## Lead Times Guideline, continued

Orders Booked:

Friday, 5/1 through noon Thursday, 5/7

Orders Calculated off of Friday:

5/8/2020

Muuto Exceptions and Updates	
14620 - Oslo counter - ocean Chrome_32	In stock Jun
14720 - Oslo Bar - ocean Chrome_32	In stock Jun
15615 - Stacked w/ backboard - Oak - Large - 2.0	In stock May
Attach Coat Hook - Oak/Black	In stock Jun
Corky - Low - Grey	In stock May
Cover Side Chair MTO	+3 wks to Pricelist
Fiber Upholstered COM	10- 12 weeks
Fiber Upholstered MTO	9- 11 weeks
Folded Shelves - 63x16.5 - Black	In stock May
Pebble Rug - 300x200 - Pale Rose, Light Grey	In stock Jun
Platform Tray - Grey	In stock Jul
Ply Rug - 170-240 - Black-White	In stock Jun
Restore - Black	In stock May
Restore Tray - Grey Melange	In stock May
Still Table Linoleum	1 wk to Pricelist
Strand - "16 Open	In stock Jul
Strand - "23.5 Open	In stock Jun
Strand - "31.5 Closed	In stock Jul
Strand Pendant series	+8 wks to Pricelist
Varjo - 170x240 - Dark Green	In stock May
Visu Bar Oak MTO	+4 wks to Pricelist

# KnollStudio Lead Times

## COVID-19 Update: April 7, 2020

- Please check back regularly for updated information.
- Please work with your customer service rep for actual lead time based on your specific information.
- Orders for large quantities, particularly for European products, should be reviewed with Customer Service using the Lead Times Project Request (LTPR) form.
- Lead times reflect time after order is released for scheduling and availability of textile, leather or components.
- Orders with special products may require additional leadtime.

Designer	Product		Standard Weeks	Essentials	Lead Times
					<i>Lead times noted in weeks. Select finishes, options, and quantities may apply. See <a href="http://knoll.com/essentials">knoll.com/essentials</a>.</i>
Adjaye	Washington Skeleton	WS1CA	8		
	Washington Skeleton - Copper	WS1CA-NCU	8		
	Washington Skin	WS1CN	8		3
	Washington Corona	WC1T*, WC2T	8		Select finishes only
	Prism Lounge, Ottoman, Side Table	WL21F, WL21S, WL23, WL25	WILL ADVISE		
	<i>*Nero Marquina (MN, MNS) : WILL ADVISE</i>				
Albini	Desk	80D	4		
Architecture & Associés	Lounge Collection- contract	AAC1, AAC2, AAC3, AAC4, AAC5, AAC6, AAC7	8		
	Lounge Collection- residential	AAR1, AAR2, AAR3, AAR4, AAR5, AAR6, AAR7	8		
Barber Osgerby	Lounge Collection	BO2, BO3, BO4, BO5, BO6, BO7	6		
	Lounge Collection- Compact	BOC1, BOC2	6		
	Asymmetric Sofa with Chaise	BO15L, BO15R	6		
	Pilot Lounge Collection	BO30, BO31, BO32	6		3
	Pillows	BO8P, BO9P	6		Select finishes only
	Piton Stools and Tables	BO10, BO11, BO21T	4		3
Bertoia	Side chairs	420	6		
	Barstools, bar and counter	427, 428	6		
	Bench	400	6		
	Bench (Outdoor)	410	6		
	Child's Diamond	421LS	6		
	Diamond	421	6		
	Diamond, large	422	6		
	Bird Chair and Ottoman	423, 424	6		
	Asymmetric Lounge	429	6		
	Molded Shell Side Chair	420N*, 420NS	6		
	Molded Shell Stools	427N*, 428N*	6		
	Bench cushion	400K	5		
	Bench cushion (outdoor)	410K	5		
	Seat pad replacements	420K, 421K, 427K, 428K, 429K	5		
	Back pad replacements	420P, 427P, 428P,	5		
	Seat and back pad replacements	420KP, 427KP, 428KP	5		
	Full cover replacements	420F - 429F	5		
	Molded Shell Side Chair Dolly	420NSDOLLY	WILL ADVISE		
	<i>*Black Shell finish on production hold (420N, 427N, 428N)</i>				

All specials: add 5-8 wks to longest standard leadtime for engineering.

Designer	Product		Standard Weeks	Essentials	Lead Times
Boeri	Lounge Collection	CB1, CB2, CB3	6		
	Small and Large throw pillow	CBP-1, CBP-2	6		
Breuer	Cesca chair- cane, upholstered, fully upholstered	51A, 51C	6		
	Cesca bar and counter height stools	51CH, 51CM	6		
	Wassily chair- cowhide leather	50L	WILL ADVISE		
	Wassily chair- Spinneybeck belting leather	50L	5		
	Laccio tables	50T	12		
Butler	Coffee Tables	357, 358	8		
Chadwick	Spark Series, unupholstered	4-C-SD-N, 4-C-LG-N	4		3
	Spark Series, upholstered	4-C-SD-N, 4-C-LG-S	6		Select finishes only
	Dolly	4DOLLY	WILL ADVISE		
Crinion	Side chair	58A	6		
		58C	6		
De Armas	Side chair- with and without welt detail	38A, 38AW, 38C, 38CW	6		
	Upholstered seat and back- with welt detail	38AW-U, 38CW-U	8		
	Vertical side chair- with and without welt detail	41A, 41AW, 41C, 41CW	6		
	Vertical upholstered seat and back- with welt detail	41AW-U, 41CW-U	8		
D'Urso	Square Work and Low height Tables- lam., veneer and marble	6348, 6354, 6360	WILL ADVISE		
	Round Work and Low height Tables- lam., veneer and marble	6242, 6248, 6254, 6260, 6272	WILL ADVISE		
	Racetrack Work tables- laminate, veneer and marble	6472, 6484, 6496	WILL ADVISE		
	Contract Lounge Collection	2160, 2161, 2163	6		
	Residential Lounge Collection	2160, 2162, 2163	6		
	Swivel Lounge chair	2165	8		
	<i>*Laminate &amp; veneer: 6 weeks. Marble: 12 weeks.</i>				
Frattini	Propeller Training tables & segments	P2	8		
	Propeller C-legs and 4-star base	P2	8		
	Propeller 180 degree table	P2-M	8		
	Propeller Conference tables, wood	P3	8		
	Propeller Conference tables, laminate	P3	8		
	Propeller Adjustable height tables	P8	8		
	Propeller Drum and Peanut bases	P3DRUM / P3PEANUT (metal)	8		
	Propeller Drum and Peanut bases	P3DRUM / P3PEANUT (veneer)	WILL ADVISE		
	Propeller Flip-top	P6	8		
	Propeller Screens	P2-SC	8		
	Propeller Sideboard	P5-C/D	8		
	Propeller Credenza	P5-0/1/2	8		
	Propeller Raceway	P4-RW	8		
	Propeller Folding table	P2F	8		
	Propeller Standing-height table	P2H	8		
	Plexus, hardwired and cordset	P4-BOX-( )-E,PP, P4-BOX-( )-PE	8		
	Plexus, pre-wired	P4-BOXM-PR, P4-BOXL-PR	8		

All specials: add 5-8 wks to longest standard leadtime for engineering.

Designer	Product		Standard Weeks	Essentials	Lead Times
	Small Plexus Box	P4S-BOXES-PP2, P4S-BOXES-PP-X	8		
	Propeller Sequence	P4SE	8		
	Power Infeed Legs: pre-wired	P3-CLEG-PR	8		
	Power Infeed Legs: standard	P3-TLEG-PR	8		
	Power Infeed Legs: conference	P3-TLEG-PR	8		
<b>Gehry</b>	Hat Trick	91A, 91C	8		
	High Sticking	92C	8		
	Cross Check	93A	8		
	Power Play lounge chair and Off Side ottoman	94L, 94LY	8		
	Seat pad replacements	91K, 92K, 93K, 94K, 94YK	8		
	Face Off cafe table	95T	8		
<b>Girard</b>	Girard Table	108	8		
<b>Jehs+Laub</b>	Lounge Collection	JL1-P, JL1-PLT, JL2-P, JL2-PLT, JL3-P, JL3-PLT, JL1-W, JL1-WLT, JL2-W, JL2-WLT, JL3-W, JL3-WLT	6		
<b>Knoll</b>	Lounge Collection	1205S1, 1205S2, 1205S3	6		
	Relaxed Lounge Collection	1206S1, 1206S2, 1206S3	6		
	Bench	2530Y2C, 2530Y3C, 2530YRC1, 2530YRC2, 2530YRC3, 2530YRC4, 2530YRC5, 2530YRC6	6		
	Table Desk- all finishes	2480D, 2481D, 2482T	6 - 12*		
	<i>*Veneer: 6 weeks. Marble: 12 weeks.</i>				
	<i>*Nero Marquina (MN, MNS) : WILL ADVISE</i>				
	Executive Desk	2485		WILL ADVISE	
	Credenza - all finishes	2541-2549	8 - 12+*		
	<i>*Veneer, non-locking: 8 weeks. Veneer, locking: 12+ weeks. Veneer with marble: 12+ weeks.</i>				
	<i>*Nero Marquina (MN, MNS) : WILL ADVISE</i>				
	AV-Depth Credenza	2545AV, 2544AV	12		
	Vertical Storage	2550V, 2551V, 2552VL, 2552VR	12		
	Coffee table	2510T, 2511T, 2512L, 2517L	8 - 12*		
	End table	2515T, 2517T	8 - 12*		
	<i>*Glass and wood: 8 weeks. Marble: 12 weeks.</i>				
	<i>Nero Marquina (MN, MNS) : WILL ADVISE</i>				
	Dining Tables/Mini Desk	2520T, 2512T, 2522T, 2523T, 2521T, 2522T	12		
	Hairpin Stacking Table	75	3		3
					Select finishes only
<b>KnollStudio</b>	Throw Pillows	KSP1, KSP1S, KSP2, KSP2S, KSP3, KSP3S	5		
<b>Kotilainen</b>	Chip chair- arm and armless	23A,23C	8-12		3
	Chip chair- arm and armless w/seat upholstery	23AK,23CK	12		Select finishes only
	Chip barstool	23CH	8-12		
	Ganging	23GA	8-12		
	Dolly	23DOLLY	8-12		
<b>Krusin</b>	Guest side chair	MK01A, MK01C, MK03A, MK03C	6		
	Guest lounge chair	MK02A, MK02C	6		

All specials: add 5-8 wks to longest standard leadtime for engineering.

Designer	Product		Standard Weeks	Essentials	Lead Times
	Seat basket replacements	MK01R, MK01RCN, MK02R, MK02RCN	5		
	Occasional Tables – Veneer/Glass	MK11, MK12, MK13, MK14, MK15, MK16	5		3 <i>Select finishes only</i>
	Occasional Tables – Marble/Laminate/Vetro Bianco	MK11, MK12, MK13, MK14, MK15, MK16	12		3 <i>Select finishes only</i>
	Occasional Tables – Leather	MK11, MK12, MK13, MK14, MK15, MK16	5		3 <i>Select finishes only</i>
<b>Krusin Pixel Training</b>					
	A Series:				
	C-leg Fixed, ADA Height, Flip, Electric <i>* Electric Hgt on WILL ADVISE</i>	KCXW, KCXA, KCPW, KCPA, KCXE	6*		3 <i>Select finishes only</i>
	T-leg Fixed, ADA height, Flip, Electric <i>* Electric Hgt on WILL ADVISE</i>	KTXE, KTXW, KTXA, KTPA, KTPW,	6*		
	4-Leg	KFXW	6		
	Y-Fixed, Flip	KYXW, KYPW	6		
	Column	KBXL, KBXW, KBXC, KBXB	6		
	Trapezoid	KZTXW, KZTXA, KZTPW, KZTPA	6		3 <i>Select finishes only</i>
	S-Series	KLCXW, KLCPW	6		3 <i>Select finishes only</i>
	Corner Wedge	KP-18, KP-24, KP-30, KP-36	4 - 6		
	Modesty/Privacy Screens	KS48L, KS60L, KS72L, KS84L, KSF48L, KSF60L, KSF72L, KST60L, KST72L, KSB-M	4 - 6		3 <i>Select finishes only</i>
	Pedestal Storage Unit	KS-31	8		
	Console Storage Unit	KS-21L, KS-21R	8		
	Credenza Storage Unit	KS-01, KS-02, KS-11, KS-12, KS-13	8		
<b>Lehman-Smith</b>					
	LSM Table Collection	L3SI, L3SL	8*		
		Laminate/glass	WILL ADVISE		
		veneer	8		
		Marble/Vetro Bianco	14		
	Power Centers	L42/43/46 Cordset/Prewired	5		
<b>Lin</b>					
	Stones- adult / child	83Y, 84Y	3		
	Stones Coffee Table	85T32	3		
	Seat cushion	83Y-K, 84Y-K	5		
	Stone security kit	83ANCHOR	6		
<b>Lissoni</b>					
	Divina Lounge Collection	67S, 67, 68, 69, 73	6		
	KN Collection	KN01, KN02, KN03	WILL ADVISE		
	Avio Sofa Collection	AVC02, AVC03, AVC04, AVCB2, AVCB3, AVC33, AVC34, AVC35, AVC36, AVC37, AVC38, AVC43, AVC44, AVC45, AVC46, AVC61, AVC62, AVC65, AVC66, AVC73, AVC74, AVC1R, AVC1L, AVC75, AVC76, AVC88, AVC89, AVC81, AVC82, AVC87, AVC90, AVC91	WILL ADVISE		
	Grasshopper Tables	LLS7, LLS8, LLS10, LH13, LH15, LH20, LH24, LH27	WILL ADVISE		
<b>Lovegrove</b>					
	Sprite chair- arm and armless	27A, 27C	WILL ADVISE		
	Sprite ganging mechanism- arm and armless	27AGA	WILL ADVISE		
	Sprite tablet arm	TR	WILL ADVISE		

All specials: add 5-8 wks to longest standard leadtime for engineering.



Designer	Product	Standard Weeks	Essentials	Lead Times
	Sprite dolly	27Dolly	WILL ADVISE	
<b>Maran</b>	Gigi stacking chair	87A, 87C, 87CSB	6	
	Gigi barstool	87CM, 87CH	6	
	Gigi ganging mechanism	87GA	6	
	Gigi tablet arm	87TABLET	6	
	Gigi dolly	87DOLLY	6	
	Gigi swivel chair- arm and armless	87CS, 87AS	6	
<b>Mies van der Rohe</b>	Brno, tubular, chrome and stainless	245A-C , 245A-S	8	
	Brno, tubular, thick seat chrome and stainless	245AT-C , 245AT-S	8	
	Brno, flat bar, stainless	255A-S, 255C-S	8	
	Brno, flat bar, chrome	255A-C, 255C-C	8	
	Four Seasons stool	257C	8	
	MR chair	256AS, 256CS	WILL ADVISE	
	Krefeld Lounge Collection	751, 752, 753, 754	6	3 Select finishes only
	Krefeld bench- medium and large	755, 756	8	
	Child's Barcelona and Ottoman	250LC-S, 251YC-S	6	
	Barcelona chair, stainless	250LS	WILL ADVISE	
	Barcelona chair, chrome	250LC	6	3 Polished chrome only
	Barcelona stool, stainless	251YS	WILL ADVISE	
	Barcelona stool, chrome	251YC	6	3 Polished chrome only
	Barcelona stool, chrome, cowhide sling	251YC	6	
	Barcelona couch	258LS	6	
	MR Lounge Seating Collection	241, 242, 247, 248	WILL ADVISE	
	MR table	259TS	4	
	Barcelona table, stainless steel- Clear/ Starphire glass	252	WILL ADVISE	
	Barcelona table, chrome- Clear/ Starphire glass	252C	4	3 Chrome with clear glass only
	Krefeld side table	759	WILL ADVISE	
	Krefeld coffee table	760	WILL ADVISE	
<b>Mourgue</b>	Pascal tables, wood	47TS, 47TR	WILL ADVISE	
	Pascal tables, laminate	47TS, 47TR	WILL ADVISE	
	Pascal tables, marble	47TS, 47TR	14	
<b>Nakashima</b>	Straight chair	N19	4	
	Splay-Leg table	N10	4	
	Tray	N20	4	
<b>Newson</b>	Aluminum Chair	MN01A, MN01C	6	
<b>Noguchi</b>	Cyclone Dining and Side table	311, 312, 87	5	
<b>Olivares</b>	Armless Side Chair	OAC1	6	
<b>Pensi</b>	Toledo chair	29C	4	
	Toledo seat cushion	29K	WILL ADVISE	
	Pensi table	29TS27/35 DE,LM	4	
		29TRH23CC,DE,LM	4	
		29TR23CC,DE,LM	4	
		29TR27/35/39/43/47,DE,LM	4	

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Designer	Product		Standard Weeks	Essentials	Lead Times
Pfister	Lounge Collection	1051C, 1052C, 1053C, 1059C	WILL ADVISE		
	Petite Lounge Collection	1051C-S, 1051C-ST, 1052C-S, 1053C-S, 1059C-S	WILL ADVISE		
	Sofa System	1050C, 1050C-1, 1050C-2, 1050C-3	WILL ADVISE		
Piironen	Arena café tables	23TR, 23TS	8		
	Arena barheight tables	23TRH, 23TSH	8		
Platner	Seating Collection	1715L, 1725A, 1719Y, 1705L, 1709Y	6		
		GOLD: 1715L, 1725A, 1719Y, 1705L, 1709Y	6		
	Dining and low tables	3716T, 3712T, 3714T	4 <sup>1</sup>		3 Glass/polished nickel only
		GOLD: 3716T, 3712T, 3714T	4 <sup>1</sup>		
	Side table	3710T	4 <sup>1</sup>		3 Glass/polished nickel only
		GOLD: 3710T	4 <sup>1</sup>		
<sup>1</sup> Glass, MA, and MAS marbles: 4 weeks. All other marbles: 12 weeks. Nero Marquina (MN, MNS) : WILL ADVISE					
Pollock	Executive chair	12A-D5G-H, 12C-D5G-H	6		
	Arm Chair (sling chair)	657	6		
Riart	Rocker	790	14		
Ricchio	Side chair	37A, 37C	6		
	Fully upholstered	37AU, 37CU	8		
	Joe chair	48A	6		
	JR chair	44A	6		
	JR chair- fully upholstered	44AU	6		
	Seat basket replacements	48R, 37R-T, 37R, 44R, 37CR	6		
Risom	Side chair, webbed back	666C-WB, 666CC-WB	5		3 Select finishes only
	Side chair, wood back	666C, 666CC	5		3 Select finishes only
	Bar and Counter stools	666CH-WB, 666CH, 666CM-WB, 666CM	5		3 Select finishes only
	Child's Risom side chairs and stool	666CS-WB, 666CS, 667YS	5		
	Stool	667Y	5		
	Lounge chair	654LA, 654LC, 654LCC	5		3 Select finishes only
	Re-upholstery kits	666C-WB-KIT, 666C-KIT, 667Y-KIT, 654L-KIT	2		
	Dining and Side tables	642TR, 614TS, 618TR, 643TA	5		3 Select finishes only
	Child's Amoeba table	643TAS	5		
	Ottoman		5		3 Select finishes only
Saarinen	Executive chair- arm and armless	71A-T5G-H, 71A-C, 72C-T5G-H, 72C-C	8		
	Executive chair- arm and armless with wood legs	71A-W, 72C-W	8		
	Executive armless chair with plastic back	72C-C-(1, 2)	8		
	Executive armless bar and counter stools	72CM-W, 72CH-W	8		
	Tulip chair and Stool - all finishes	150AS-K, 150AX-K, 151CS-K, 151CX-K, 153Y	WILL ADVISE		

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Designer	Product		Standard Weeks	Essentials	Lead Times
	Tulip chair- black and white finish with upholstered inner shell	150A, 150C	WILL ADVISE		
	Womb chair and Ottoman- standard	70L, 74Y	WILL ADVISE		3
				Classic Boucle Neutral and Crimson, polished chrome frame only	
	Womb chair and Ottoman- child and medium	70LM, 74YM, 70LS	WILL ADVISE		
	Womb Settee	73L	WILL ADVISE		
	Seat pad replacements	150K, 151K	5		
	Low, Side and Dining tables with laminate top	162TO, 162TR, 161TO, 169TR, 160TR, 163TR, 172TR, 173TR, 176TR, 164TR, 165TR, 175TO, 174TO	8		3
				Select finishes only	
	Low, Side and Dining tables with coated marble top	MN, MA, MC, MV, GC, ME, MP	12		3
				Select finishes only	
	Low, Side and Dining tables with natural marble top	NGC, NGE	12		3
				Select finishes only	
	Low, Side and Dining tables with Vetro Bianco	VBO	12		
	Low, Side and Dining tables with Slate top	SNO	6		
	Low, Side and Dining tables with veneer/ granite	162TO, 162TR, 161TO, 169TR, 160TR, 163TR, 172TR, 173TR, 176TR, 164TR, 165TR, 175TO, 174TO	6		
	Nero Marquina (MN, MNS) : WILL ADVISE				
Schultz	Petal Table Collection	P320, P321, P322	6		
	1966 Collection	1966-24H, 26H, 60H, 20H, 28H, 90H, 24C, 26C, 60C, 20C, 28C, 24B, 26B, 60B, 20B, 28B, 18L, 19L, 24L, 26L, 60L, 20L, 28L, 90L, 55, 45H, 46H, 45P, 46C, 46B, 25, 255, 355, 250, 25P, 250P, 41, 42	6		
	Swell Collection	SWELL-31, 32, 33, 20, 31	6		
	Topiary	TOP-28, TG-30, 42, 56, TOP-45, 25, 455, 250	6		
Shelton Mindel	SM1 Lounge Collection	SM1-1, SM1-2, SM1-3	6		
	SM2 Lounge Collection	SM2-1, SM2-2, SM2-3	6		
	Side chair	SM8A	8		
	Side chair- fully upholstered	SM8AU	8		
	Table Collection	SM9, SM91, SM92	12		
	Square coffee table	SM93	12		
Stromborg	Table Collection	DS02...DS16			
		Laminate / Glass	WILL ADVISE		
		Marble	WILL ADVISE		
Takahama	Suzanne Lounge Collection	53S1, 53D1, 53S2, 53S3, 53D2, 53D3	14		
Tecnico	Spoletto chair- cowhide leather	50CS	WILL ADVISE		
	Spoletto chair- Spinneybeck belting leather and haired hide	50CS	7		
	Replacement sling kit with laces	50KIT	12		

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Designer	Product		Standard Weeks	Essentials	Lead Times
	Replacement laces	50LACE		12	
Vignelli	Handkerchief chair- chrome base	4901, 4902		WILL ADVISE	
	Handkerchief chair- seat pad	4901K, 4902K		WILL ADVISE	
	Stacking dolly	49100D		WILL ADVISE	
	PaperClip tables, laminate	49TR/S		8	
	PaperClip tables, slate	49TR/S		8	
	PaperClip tables, glass	49TR/S		8	

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**THE BOSTON REAL ESTATE**  
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