

Guidance for retrieving office equipment, June 8-12



Many National Grid employees are making requests to return to office locations to pick-up files, IT equipment and personal items. For the safety of our colleagues and to ensure cleaning protocols are targeted to high touch areas, we have been limiting this kind of access.

Recognizing that work from home guidance will remain for many employees throughout the summer, the Facilities team is designating **next week (June 8 - 12) as a limited window in which employees may re-enter some facilities for the purposes of retrieving items**. Employees must adhere to the protocols below. At the end of this week, we will conduct another round of intensive cleaning to ensure disinfection of the property, at which point employees will no longer be able to enter facilities without manager and facilities advanced approval. Access after June 12 to any building by employees who are asked to work from home needs to be limited to supporting a critical business need.

Your time in the building must be limited to picking up and leaving with the items you came for only. To reduce the risk to yourself and others, do not plan work from the office while you are there.

This option will be available for the following locations only. If you request access to a location not listed here, please contact the appropriate facilities manager [here within the appendix](#). Melville and Northboro will remain off limits to employees at this time and we will be providing further guidance on access to those locations.

Facilities that can temporarily be accessed June 8-12:

New York

Metro Tech, Brooklyn
SOC, Syracuse
HCB, Liverpool
Hicksville

Massachusetts

Res Woods, Waltham
Wyman St, Waltham

Rhode Island

Melrose St, Providence
Dexter St, Providence

Equipment allowed for pick-up: files, personal items, office supplies, monitors, mouse, keyboards, docking stations, power cords, laptop risers, headsets and surge suppressors. Employees must enter the asset information for items in to the **Take Home Asset Declaration** form. Below are the steps to access the form:

1. IT Portal (found on desktop)
2. Select request online for new service
3. Select option: Other IT Services
 - Select option: Service Now
4. Choose: **Take Home Asset Declaration**

Not allowed for pickup: Office furniture (including desks and chairs), computer desktop towers.

If you are planning to retrieve items from an office, please do the following:

- **If you are not feeling well, do not come to the building**
- You must complete the self-assessment that will be posted at each site and also found within the SHE Safety and Health Daily Screening section of the Safe Work Guide [here](#).
- Gain your manager's approval to remove your specific list of assets from the building
- Employees should retrieve what they need to do their jobs for the next several months as access will be restricted after June 12.
- You must bring and wear your own PPE (face covering required and gloves are recommended but not required) when you arrive on the property.
- You must observe social distancing (keeping 6 ft of distance from others) and must abide by all regulations laid out in the Safe Work Guide.
- You may not remove equipment or property that is not assigned to you
 - Reservoir Woods employees may remove equipment assigned to your department's neighbourhood only.
- Equipment or property in Flex Space, Conference Rooms or for communal use should not be taken.
- Please bring a large bag or box to carry out your equipment (Carts will not be available)
- For your safety and the safety of others, you may need to make a few trips to your vehicle.
- Only National Grid employees are only allowed into the building, **visitors will not be allowed.**

Additional equipment needs

Employees who are unable to secure necessary work station equipment from their National Grid office should discuss this with their manager and determine if the employee should order computer accessories to their home.

Ordering should be done through the normal process via SAP, by creating a shopping cart and within the materials catalog, order via SHI International.

As equipment will be shipped to the home and not the National Grid office, the shopper will need to wipe out the company code (i.e. NG-USA) to unlock the fields for delivery address; once the home delivery address is entered, the company code will need to be reentered. If any questions on this process, please contact Service Delivery Center 888-483-2123 and follow the prompts for Procurement and Shopping Carts.

Please remember to record purchased equipment on the **Take Home Asset Declaration** form (instructions listed on page 1).