

COVID-19 WORKPLACE SAFETY POLICIES

The health and safety of our employees and their families is our top priority and we have implemented the policies below based on the guidance provided by the Centers for Disease Control and Prevention (CDC) and local health authorities during the COVID-19 pandemic.

Failure to comply with the policies outlined here may result in discipline, up to and including termination.

Personal Hygiene and Safety Protocols

We are following protocols provided by the CDC, as well as any state or local health requirements. We may also implement additional safety requirements, at our discretion, at any time. Our current safety requirements are as follows:

- Wash your hands as soon as you enter the workplace.
- Wash your hands after touching any high-touch surface with bare hands, such as door handles, water cooler buttons, security or payment keypads, or communal workstations. If possible, cover your hand with something when touching high-touch surfaces.
- Wear a face covering that covers your nose and mouth, at all times, unless you have received specific instruction otherwise.
- Stay at least 6 feet away from all other people, at all times. If a 6-foot distance cannot be maintained, a mask must be worn, even if you are otherwise exempted from that requirement.
- If you cough or sneeze while not wearing a face covering, do so into your elbow or a tissue. Immediately throw away the tissue (if used), promptly wash your hands, and put on a face covering to avoid further exposing those around you.

Illness and Sick Leave

You may be subject to health screening when entering the workplace. Screening, if implemented, is a condition of entering the workplace.

If you feel any signs of illness, **you must stay home**. Common symptoms of COVID-19 include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, and diarrhea.

Emergency Paid Sick Leave (EPSL) through the Families First Coronavirus Response Act (FFCRA) provides paid time off for diagnosis of, care for, and recovery from COVID-19, and is provided in addition to any sick leave provided by the Company.

If you stay home sick (or are potentially sick), you will be allowed to work from home if feasible and if you feel able. Let your manager know as soon as possible if you will be staying home so that your workload can be managed, either by ensuring you can do it at home or that others are able to cover it in your absence. You must follow the company's standard attendance policy and keep in close contact with your manager regarding the duration of your leave.

Close Contact with an Infected Person

If someone in your household or someone with whom you have had close contact (less than 6 feet) has been diagnosed with COVID-19, including a presumptive diagnosis, contact HR immediately, and **before** returning to the workplace. Quarantine may be required and may or may not be covered by EPSL.

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Personal Travel

Report all out-of-state travel to HR before traveling or at least before returning to the workplace. This includes travel that does not require the use of time off, such as taking a weekend trip. Quarantine periods may be required post-travel, depending on current government guidelines or company policy.

Safety Outside of the Workplace

You are strongly encouraged to follow current CDC guidelines, including maintaining 6 feet of distance between yourself and anyone who does not live in your household and wearing cloth face coverings in public settings, especially when other social distancing measures are difficult to maintain. We reserve the right to require you to quarantine before returning to the workplace if you engage in behaviors that we feel puts other employees or customers at risk.

Potential Office Closures

If it is necessary to close the workplace entirely, we will attempt to provide you with notice so that you can prepare to work from home, if feasible. However, in case of a sudden closure, you should take your devices, chargers, mouse, and any other tools you need to be productive home with you after work each day.

Questions

If you have questions about any of these policies, or how the Company is dealing with other issues related to COVID-19, address them with HR first. If HR is not immediately available and your question or concern is urgent, speak with your manager.

Acknowledgment

I have received and read a copy of the Company's **COVID-19 Workplace Safety Policies** and agree to follow them. I understand that failure to fully comply with any of these policies may result in discipline, up to and including termination.

Employee Name: _____

Employee Signature: _____

Date: _____