**PROTOCOLS IMPLEMENTED PURSUANT TO**

**THE COMPANY INFECTIOUS DISEASE POLICY**

March 16, 2020

Effective immediately and continuing through April 30, 2020 the following protocols for infectious disease control are implemented. Prior to April 30, 2020 the Company will review the continued need and effectiveness of these protocols as the nature of the infectious disease outbreak is learned, and take appropriate action. All employees are directed to implement and perform the following protocols as described. Failure to do so may result in discipline that could include termination of employment.

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# **Personal Control of Germ Transmission and Disinfection of Surfaces**

* **Cover your mouth and nose when you sneeze or cough.**  Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover your cough or sneeze if you do not have a tissue.
* **Clean your hands often.** Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Soap and water is the most effective way to prevent germ transmission. If you are unable to access soap and water at the time needed, and routinely between soap and water washing of hands, use an alcohol based hand sanitizer, rubbing your hands together until they are dry.
* **Avoid Touching Your Eyes, Nose or Mouth.** Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to routinely use but especially after meetings, upon returning to your desk, after handling original documents, or before touching any commonly provided snacks or food.
* **Stay Home When You Are Sick and Check With a Health Care Provider When Needed.** When you are sick or have flu or cold symptoms, stay home, get plenty of rest, and check with a health care provider as needed.
* **Clean Shared Surfaces and Equipment Often.** Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, light switches, etc. Germs travel fast with multiple hands touching shared surfaces.
* **Clean Common Areas Accessed by Clients and Staff.** Use disinfecting surface wipes in conference rooms to wipe down all surfaces including conference room tables, chairs, door knobs, and other surfaces before having clients enter, and immediately upon clients leaving. In client reception areas, receptionists and/or staff in order to assist receptionists, wipe down common, hard surfaces including the reception desk, door handles, table surfaces, phones, light switches, etc. at least once every 90 minutes when clients or other guests have been present and at least twice a day when clients or other guests have not been present.

**Additional measures strongly recommended by the Company for employees to Take Whenever Possible and Practical**

* **Avoid Shaking Hands or Other Physical Contact with Employees or Their Clothing.** Whenever possible, greet clients or guests without extending a hand. If clients remove coats, scarves, or gloves, direct the client or guest where to place these items – do not handle them yourself.
* **Practice Social Distancing.** When meeting clients or guests, and when interacting with co-workers and anyone else, you should maintain a minimum of 3 feet distance between you and the other person, to the extent possible. When circumstances allow, maintain a six foot distance. Aerosol droplets from coughing or sneezing that may contain germs will often travel 6 feet before gravity pulls them to the ground. In an office setting the physical structure of rooms and hallway does not always allow maintenance of a 3 foot to 6 foot (or more) social distancing, but be aware of the importance of social distancing and practice this whenever possible.
* **Use Caution In Handling Documents, Evidence, Photographs, and etc. Brought In By Clients and Guests.** Be aware that many germs do survive for a period of time on paper and other surfaces. Put items given to you in a folder for handling and transport. If you are photocopying these items, once this is completed, return original documents to a folder and sanitize or wash your hands. Periodically wipe down surfaces of the photocopy machine and any surface where these items may be placed. If possible, original documents may be allowed to sit overnight in a folder to increase the likelihood that the virus will become inactive.

# **Actions the Company will Take to Facilitate the Above Required Behaviors**

* **Acquire and Provide as Quickly as Possible an adequate number of Disinfecting Surface Wipes, Containers of Hand Sanitizer, and Nitrile Gloves.** Disinfecting surface wipes will be provided in each room, each conference room, on each desk/workstation, on the reception desks and throughout reception areas, each bathroom stall, bathroom counter, all kitchen and kitchenette counters. Access to nitrile gloves for employees who want to protect their hands from a chemical reaction or dryness when using disinfecting surface wipes will be provided in conference rooms, reception areas, kitchen and kitchenette areas, and bathrooms. Containers of alcohol based hand sanitizer will be provided at each desk/workstation, on the reception desks and throughout reception areas, bathroom counter, and all kitchen and kitchenette counters.
* **Provide Training and Sources for Additional Information Regarding the Current Infectious Disease Outbreak.** Should you have concerns or need additional information or training regarding any of these matters, or should you have suggestions on how to further limit germ transmission and protect employees, clients, and guests, please talk with a supervisor or manager.

# **Actions the Company will Take to Minimize the Impact of a diagnosis of the COVID-19 Virus on Employees**

**Schedule Adjustments**

Since schools may close as well as access to day care, the Company will, on a case-by-case basis review requests for a temporary work schedule adjustments to allow employees to adequately provide care for their families. Schedule adjustments will generally not include teleworking or working at home when client confidential information is involved.

**Leave**

In addition to benefits provided by the state or federal governments related to the COVID-19 infectious disease outbreak, the Company make available an additional 5 days (up to 40 hours, depending on the employee’s regular work schedule) of PTO to an employee who:

* Has been exposed to a person who is known to be positive for the COVID-19 virus and the employee is required by a physician, other medical authority, or the Company to remain at home for a quarantine or isolation period of time and is not allowed to enter the workplace;
* Has been diagnosed with, and/or received a positive test result for the COVID-19 virus and is required to remain away from the workplace;
* Has been diagnosed with, and/or received a positive test result for the COVID-19 virus and is admitted to the hospital for care resulting from the effects of, or complications from, the COVID-19 virus; or,
* Is required to stay at home to care for an immediate family member who has received a positive test result for the COVID-19 virus and as a result the employee is required to remain away from the workplace.

This policy will be reviewed for need and effectiveness as the nature of the infectious disease outbreak is learned.

In addition, should a diagnosis, receipt of a positive test result, hospitalization, or the need for an employee to care for an immediate family member, due to the COVID-19 virus, meet the definition of a “serious health condition” under the Family Medical Leave Act (FMLA) the company FMLA Policy, as currently included the employee handbook, will be available.