

Ensuring a Safe and Healthy Work Environment: Back to Work Office Protocol—Phase 1; May 2020.

Our team members may continue to work from home until further notice. No team member will be required to work in the office if they feel unsafe by doing so. Team members with compromised health conditions are urged to continue to exercise special care to avoid unnecessary exposure to the COVID-19 virus.

***Healthy Habits**

- Team members and visitors must wash or sanitize their hands upon arrival to the office. Washing means washing with soap and hot water for at least 20 seconds. Sanitizing means thoroughly cleansing hands with an alcohol-based sanitizer.
- Deliveries should be accepted in the file room/work area or left on a table in the reception area as appropriate. Team members and visitors must wash or sanitize their hands following handling deliveries.
- Team members and visitors are encouraged to wash their hands with soap and hot water for at least 20 seconds at regular intervals throughout the day.
- Visitors are asked to wear cloth or other appropriate facial coverings while in our offices. Facial coverings will be provided if visitors do not have their own.
- Respiratory etiquette dictates the covering of one's mouth when coughing. When sneezing, please sneeze into a tissue, handkerchief, or the crook of one's arm.
- All team members and visitors are asked to do their part to regularly wipe down any surfaces they touch within the office, including their individual work-space.
- Please do not leave out any food items for communal sharing.

***Healthy Distancing**

- To the extent feasible, Team members and visitors should stay 6 feet apart from one another while in the office.
- Team members and visitors are asked to wear face coverings while in the office and outside their individual workspaces and especially when physical distancing is not possible.

***Health Protocols**

- Team members or visitors are not welcome in the office if they have new or worsening signs or symptoms of illness but especially if the illness is possibly COVID-19, which symptoms may include a cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature of or over 100 degrees Fahrenheit.
- Do not enter the office if you have had known close contact with a person who is lab confirmed to have COVID-19.
- In the case of a team member or visitor diagnosed with COVID-19 or who has symptoms that could be COVID-19 but does not get tested, the individual may enter/return to the office only when all three of

the following criteria are met: at least 72 hours have passed since the resolution of fever without the use of fever-reducing medications; and the individual has improvement in respiratory symptoms; and at least 7 days have passed *since symptoms first appeared*.

-No team member or visitor with known close contact to a person who is lab-confirmed to have COVID-19 shall enter/return to the office until the end of a 14 day self-quarantine period from the last date of exposure.

-If you begin to exhibit symptoms while in the office, please leave the office promptly after carefully sanitizing your work-space and continue to follow the protocols outlined above.