

## Welcome Back

We are excited to welcome you back to work.

At “company” we consider the health and safety of our employees and their families our top concern and priority. We’ve made process updates and procedures from enhanced cleaning and social distancing measures to new efforts like disinfectant spraying.

## What We’re Doing to Keep You & the Workplace Safe

We have increased the frequency and intensity of cleaning at all sites, including regular sanitization of door handles, sink handles, refrigerated handles, handrails, touch screens, and other frequently touched areas.

We require everyone to wash their hands often with soap and water for at least 20 seconds, especially after using the bathroom and before eating, as well as after blowing their nose, coughing, or sneezing. If soap and water are not readily available, alcohol-based hand sanitizer stations are easily accessible throughout our buildings.

In addition to break times, employees can log out of their system to wash their hands whenever they choose, without worrying about impact on their performance goals.

We distributed personal protective gear, such as masks for our employees, and implemented disinfectant spraying and temperature checks across our operations companywide. We are conducting temperature checks across our operations network and testing employees daily. If people have a fever, we’ll ask you to go home and return to work when you are without fever for at least three days.

We've adjusted our practices so employees can practice social distancing in the following ways:

- We've eliminated stand-up and sit-down meetings during shifts in favor of new communication methods like signboards and text messages.
- We've adjusted break room tables and microwaves so employees can eat and relax with new parameters in mind.
- We've taken steps to reduce congestion by adjusting the way teams’ clock in and out and staggering shift start times and break times.
- We've shifted trainings so we don’t have employees gathering in one spot.
- We've adjusted our hiring process to encourage social distancing and moved many activities online.

We're conducting daily audits of the new health and safety measures we've put into place to make sure people are educated and complying with this new normal. We also assigned our leadership team to capture opportunities in real time about how we can continue to improve social distancing in our buildings and properties.

## What We Need from You

We would like to provide you with the following information regarding COVID-19 in the workplace. We monitor COVID-19 updates for workplace safety and health daily. We'll provide updates in real time and ask that you stay current on practices.

The protocol for protecting yourself and others in the workplace against COVID-19 is outlined by the Centers for Disease Control and Prevention (CDC) guidelines. These everyday practices that can be used both at home and in the workplace to protect against bacteria and viruses:

- Wash your hands frequently (hand sanitizer is not a replacement for frequent hand washing)
- Cover your coughs and sneezes with a tissue or the inside of your elbow
- Avoid touching your face, nose and eyes
- Keep a safe distance (minimum of 6 feet) from others
- Stay home if you are sick
- Appropriate using personal protective equipment when completing job responsibilities (Face Mask, Face Shield, Gloves)
- Practice safe social distancing – 6 feet apart always

In addition, we request that you disinfect your personal workspace and items daily that are frequently touched, such as your vehicle, tools and equipment, desk, computer mouse, and keyboard, cell phones, tablets and touchscreens, with cleaning spray or wipes which are provided. When you leave your car or other form of transportation, it is imperative to sanitize your hands so there is no cross contamination.

## Community Spaces

When entering shared spaces such as a kitchen, breakroom or restrooms:

- Wash your hands prior to touching any surfaces such as doorknobs, drawer handles, refrigerator, microwave, and sink faucet handles.
- Use disinfectant wipes or spray to clean any surfaces that you might have touched

## Illness and Sick Leave

We also believe in taking care of people who need time away. If you feel any signs of illness, you are to stay home. If you have a fever and cough, notify your manager, and stay home for a minimum of three days after fever is gone. We require you to receive medical care, which can be a telehealth appointment, phone call conversation or an My Charts email communication for release to return to work.

We urge you to stay home and use your sick time for preventative care should you feel the need or are concerned about your health. If you do not have any sick leave available, you may qualify for the Emergency Paid Sick Leave Act (EPSL)

Someone diagnosed with COVID-19 or who is presumptively positive (but unable to get a test) will receive up to two weeks of paid time off—this is in addition to their other paid and unpaid time off options. We're asking anyone who was in close contact with the diagnosed individual while at our site to

## Company logo

stay home, with pay, for 14 days in self-quarantine to protect themselves and those around them. If any team members are unable or unwilling to work a scheduled shift, they can use unpaid time off through the month of \_\_\_\_\_ without penalty, and we are supportive if someone chooses to stay home.

### Family Needs

If you have children who are impacted by a school closing and this presents a hardship, let your supervisor, manager or Human Resources know. If you can work from home to accommodate family needs, we will support you with this flexibility, tools, and materials. If you are unable to work from home due to your work responsibilities, you are eligible to apply for Emergency Family Medical Leave to assist you with providing childcare due to school closures. We will provide you with forms and process overview to apply.