

RETURN TO WORK PROTOCOL POST-COVID

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NaviFloor Robotics, Inc.

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Document Version: 2.0

1. PURPOSE AND SCOPE

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1. This Return to Work Protocol ("Protocol") establishes the policies, proced

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2. This Protocol applies to all Company employees, contractors, visitors, and

2. DEFINITIONS

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1. "Essential On-Site Personnel" refers to employees whose physical presence

a) Robot assembly technicians

b) Quality control specialists

c) Research laboratory staff

d) Facilities maintenance personnel

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2. "Hybrid-Eligible Employees" refers to personnel who can perform their du

3. WORKPLACE SAFETY MEASURES

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1. Vaccination Requirements

- a) All employees must provide proof of COVID-19 vaccination or valid medical/religious exemption
- b) Booster documentation is strongly encouraged but not mandatory
- c) Records will be maintained confidentially by Human Resources

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2. Testing Protocol

- a) Symptomatic individuals must test before entering facilities
- b) Random testing may be implemented during periods of elevated community transmission
- c) Company will provide rapid testing kits at security checkpoints

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3. Facility Modifications

- a) HVAC systems upgraded with MERV-13 filters
- b) UV-C air purification systems installed in robot assembly areas
- c) Touchless entry systems at all access points
- d) Automated sanitization stations integrated with NaviFloor AMR systems

4. WORK ARRANGEMENTS

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1. Phased Return Schedule

- a) Phase 1: Essential On-Site Personnel (Currently Active)
- b) Phase 2: Hybrid-Eligible Employees (3 days on-site/2 days remote)
- c) Phase 3: Full staff return with flexible arrangements

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2. Occupancy Limitations

- a) Research labs: 75% maximum capacity
- b) Assembly floor: 85% maximum capacity
- c) Office areas: No restrictions with proper distancing

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3. Remote Work Provisions

- a) Equipment allocation for home offices
- b) Secure VPN access requirements
- c) Productivity monitoring protocols

5. HEALTH MONITORING AND RESPONSE

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1. Daily Health Screening

- a) Digital health questionnaire via Company app
- b) Temperature screening at entry points
- c) Symptom reporting procedure

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2. Exposure Response

- a) Immediate isolation protocols
- b) Contact tracing procedures
- c) Return to work clearance requirements

6. SPECIAL CONSIDERATIONS FOR TECHNICAL C

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1. Robot Assembly Areas

- a) Enhanced ventilation protocols
- b) Sanitization requirements for shared tools
- c) Shift scheduling to minimize personnel overlap

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2. Research Laboratory Protocol

- a) Maximum occupancy guidelines
- b) Equipment sanitization procedures
- c) Personal protective equipment requirements

7. COMPLIANCE AND ENFORCEMENT

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1. Protocol violations may result in:
 - a) Verbal warning

- b) Written warning
- c) Suspension of facility access
- d) Termination of employment

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2. Reporting Mechanisms

- a) Anonymous compliance hotline
- b) Direct supervisor notification
- c) HR incident reporting system

8. PROTOCOL MODIFICATIONS

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1. This Protocol may be modified based on:
 - a) Changes in public health guidance

- b) Local transmission rates
- c) Operational requirements
- d) Executive management discretion

9. LEGAL DISCLAIMER

This Protocol is not intended to create any contractual obligations and may be modified at any time at the Company's sole discretion. The Company reserves the right to adjust these guidelines based on business needs and public health considerations.

10. ATTESTATION

I acknowledge that I have read and understand the Return to Work Protocol:

Employee Name: _

Employee ID:

Date:

Signature:

APPROVED BY:

Dr. Sarah Chen

CEO, NaviFloor Robotics, Inc.

Richard Torres

COO, NaviFloor Robotics, Inc.

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James Wilson

CFO, NaviFloor Robotics, Inc.

Date: January 15, 2024

