

*(This template will be customized for each client and client's state/location/situation. This document reviewed as of April 30, 2020 and is subject to change at any time.)*

The health, safety and welfare of each employee is a high priority. Genesis 10's Response Guidelines to facilitate Return to Work starting May 2020 is set forth below. We will be careful about our transition back to the office. There will not be a one-size-fits-all approach, and specific guidance will vary from location to location. We will continue to monitor local conditions and adjust accordingly. In all cases, we will listen to the best advice of health agencies and the medical community who are constantly evaluating data to help us make the right decisions for each site. Please also note this is a "living" document that may be updated at any time given the fluidity of the situation.

## **Purpose**

It is important that we all respond responsibly and transparently to health precautions and follow all guidelines diligently to sustain a healthy and safe workplace in order to protect the entire workplace and community. We assure you that, as much as possible, we will always treat your private health and personal data with high confidentiality and sensitivity.

## **Check-In Procedures**

- You will NOT be permitted to enter the workplace if you have a temperature of 100.4 degrees °F or higher.
- We recommend that you conduct a self-check of your temperature before leaving your home or before arriving at the workplace to ensure that you are fever-free.
- We ask that you not come to work unless you can confidently say NO to the following:
  - Do I have symptoms of fever, cough, shortness of breath, sore throat, or diarrhea?
  - Have I had close contact in the last 14 days with an individual diagnosed with COVID-19?
  - Have I travelled internationally or domestically in the last 14 days?
- We will facilitate temperature screening in the least invasive way possible, by touchless (forehead/temporal artery) thermometers, depending on procurement availability.
- We will appoint someone with proper training to facilitate or administer on-site temperature checks and will maintain social distancing and clean and disinfect any medical equipment as necessary.

## **Traveling and Commuting**

At this time, work travel is NOT authorized without written approval from the highest-level leader in your location. All approved travel requests should be forwarded, by the approving manager, to Human Resources for tracking purposes. We recommend that managers and employees check national travel advice before planning or going on business trips domestically or internationally.

## **Preventive Actions to Help Prevent Spread**

If you have any questions about the company's safety policies or the use of personal protective equipment, please contact the HR Department.

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs with the cleaning agents that are usually used in these areas, following the directions on the label of the cleaning agent.

- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Wash your hands with an alcohol-based hand sanitizer, before eating, and if you cough/sneeze into your hands (for at least 20 seconds). You can also use the sanitizers around the office.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Unless otherwise notified by your direct supervisor, you will be permitted to wear a face covering at work. A *face covering* is generally a cloth, bandana, or other type of material that covers the mouth and nose. The CDC recommends that individuals wear cloth face coverings in public places or when it is impossible to practice social distancing.
- Avoid close contact with people who are sick and stay home when you are sick.

## Illness and Sick Leave

Genesis 10 complies with all federal, state and local paid sick-leave laws. For specific sick leave info for your state, contact the HR Department at [HR@Genesis10.com](mailto:HR@Genesis10.com).

Please follow normal policy for reporting absences. If you have sick leave or other paid time off, you can report your time under those normal time reporting practices. For all medically confirmed cases of COVID-19, including anyone with complications from the disease or anyone requiring extended leave to recover, please contact Human Resources to discuss your specific situation. HR will provide information on managing your pay, benefits and other related topics.

- You should notify your supervisor and stay home if you are sick including having symptoms of acute respiratory illness or a fever of 100.4 degrees °F or higher. You should be fever-free for 24 hours without the use of medication before returning to work.
- If you become ill at work with illness symptoms, notify your supervisor by telephone or email so that you can be separated from other employees and be sent home immediately.
- If you have a confirmed case of COVID-19 or have been exposed to anyone with a confirmed case of COVID-19, please contact [hr@genesis10.com](mailto:hr@genesis10.com) immediately. You will not be allowed to report to work for at least 14 days. During this 14-day period you may be permitted to work remotely, depending on your position and in the Company's sole discretion.

## Work from Home Due to Exposure or Symptoms

If you are feeling ill or have been in close contact with someone infected by COVID-19 or need to care for a family member infected by COVID-19, you will be asked not to come into physical contact with any colleagues during this time. You will only be permitted to return to the office after 14 days. If you can work from home, we will support you with this flexibility with the caveat that you are expected to maintain your high level of performance when working remotely. Please note, the nature of your work/certain positions may make remote work unfeasible.

## Acknowledgement

I acknowledge that I have read Genesis 10's response guidelines to COVID-19 and that I understood it and agree to comply with it. I further acknowledge and understand that it is my responsibility to abide by its terms.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_