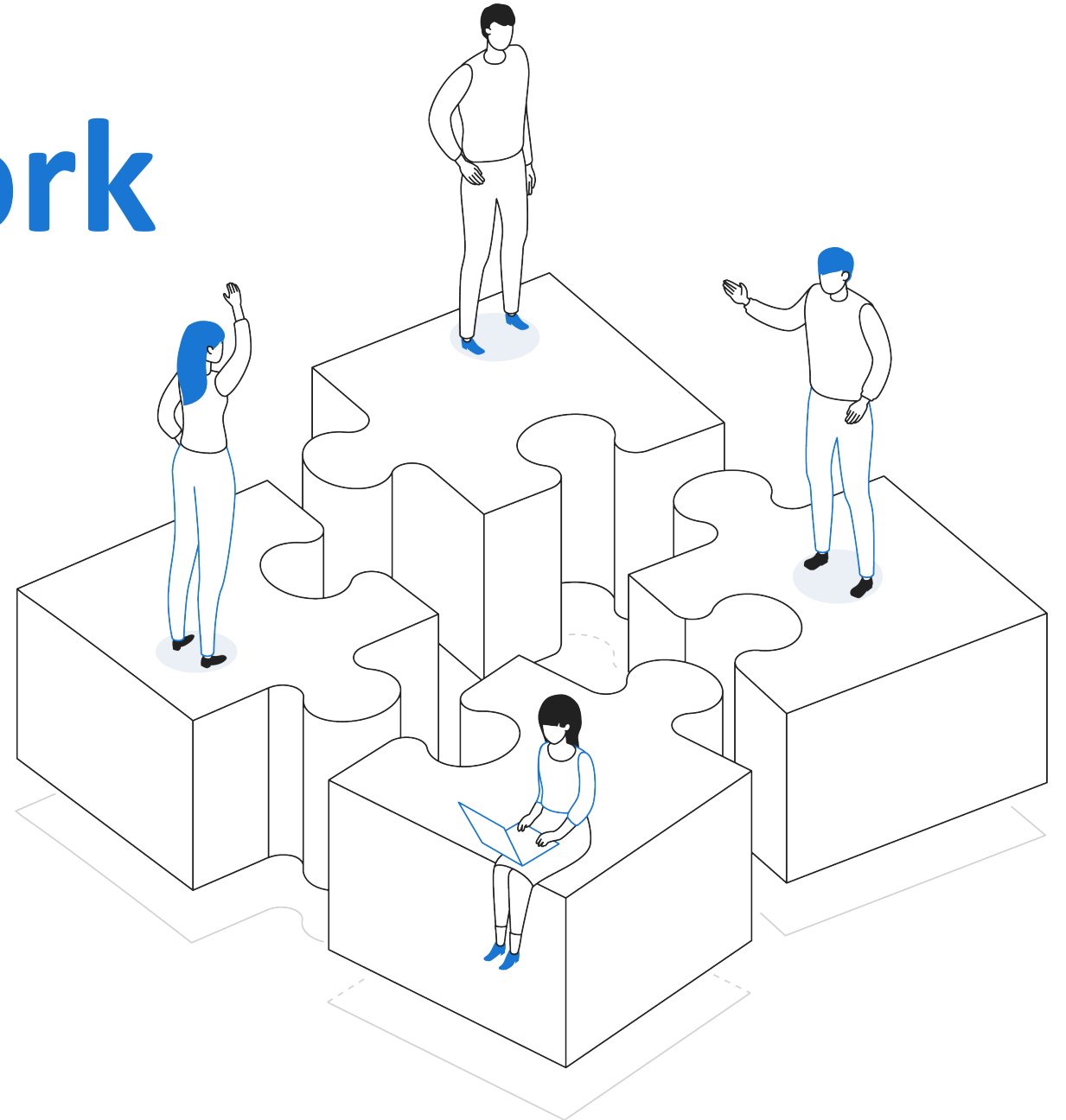


# Return-to-Work Guide for Employees



BROUGHT TO YOU BY



# Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to company policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

*Editor’s Note: This document is intended to help employers communicate to employees about new policies, procedures and practices specific to their workplace. Every workplace will differ, and employers should edit the information to reflect the circumstances in their own workplace.*

# What we are doing:

- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer is provided throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Business hours have been modified to allow for staggered work shifts to reduce the number of people in the building at one time.
- Workspace layouts and seating arrangements are revised to allow for social distancing.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Hallways and stairways are marked as one-way to reduce face-to-face traffic.
- Business travel remains restricted to essential travel only.

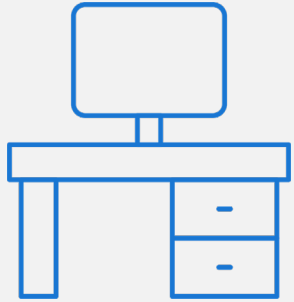


# What you can do:

- Stay home or go home if you are sick.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning your work areas.
- Wash your hands frequently or use hand sanitizer
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear a face covering if you desire.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



# Frequently Asked Questions



## Can I continue to work from home?

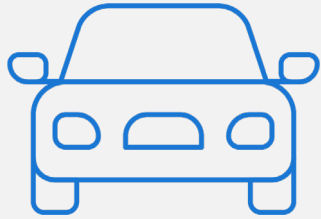
We expect all employees to report to work at our business location unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your manager.



## Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

# Frequently Asked Questions, cont.



## What if I can't get to work?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps now to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your manager.



## How will staggered work shifts impact me?

We are staggering the start and end times of work shifts to reduce the number of people coming and going at any particular time. For example, instead of everyone working 9 a.m. to 5 p.m. and entering the parking garage, elevator, coffee areas, etc. at the same time, we will have some employees start and end their day a bit earlier or later than their traditional hours. Your manager will meet with you to discuss a schedule that works for you.

# Frequently Asked Questions, cont.



## Do I have to answer medical questions when reporting to work?

All employees and visitors will be required to answer questions regarding COVID-19 symptoms before entering our buildings. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see your employee handbook/policies regarding use of paid and unpaid leave for unexcused absences.



## What should I do if I feel sick?

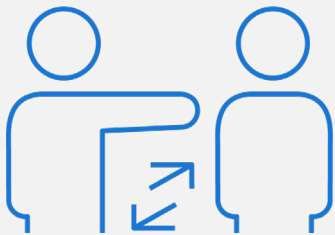
Employees who feel ill should notify their manager per the company policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact human resources for more information on available paid time off.

# Frequently Asked Questions, cont.



## Do I have to wear a mask at work?

Unless required by a state or local order, employees do not have to wear a mask at work. However, we do encourage face coverings, and employees may choose to wear a mask if they desire. Employees in positions with frequent person-to-person contact may be required to wear masks. If masks are mandated by law and you have a medical condition that restricts you from wearing one, please speak with human resources.



## Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.



## Frequently Asked Questions, cont.



### **How will positive cases of COVID-19 be handled in the workplace?**

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to telework for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.

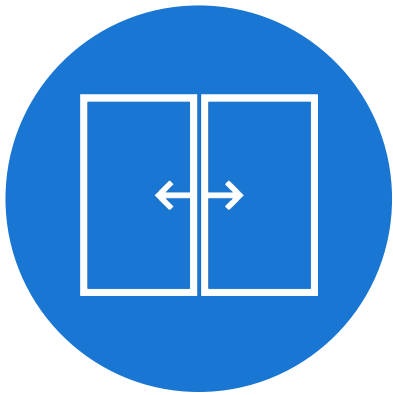


### **Do I have to pay the health insurance premiums that I missed while I was not working?**

Employees are responsible for paying their portion of health insurance premiums that were missed while on unpaid leave or furlough. Employees have several options for paying these premiums including a lump-sum payroll deduction or a series of deductions spread over time. You will be contacted by human resources to make arrangements for these payments.

# Changes You May See at Work

In the months to come, we will continually be monitoring the pandemic circumstances and will consider implementing technology to keep our workplace safe going forward. Some of the new technology you may experience at any of our worksites include:



**Automatic doors**



**Smartphone apps for  
timeclock entries**



**Motion-sensor  
lighting**



**Body temperature  
scanning devices**



**Voice-activated  
elevator and  
intercom buttons**