

A&H COVID-19 Return to Work Action Plan Summary

At Alexander & Haberman, it is our priority to keep our employees, clients, office neighbors, and everyone's respective families as healthy as possible in the midst of the COVID-19 pandemic. To maintain this priority, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. We have implemented various workplace protocols designed to preserve the health and safety of our employees as they return to work. To accomplish this, we have created various procedures for screening employees as they return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency.

To maintain our dedication to safety and health practices, we will require that all agents communicate with their clients in advance of any scheduled in-person interaction to confirm the client's health and our expectations for the appointment. **This includes requiring clients to wear a face covering during the entirety of the interaction that they need to provide and be prepared with in order for us to conduct the appointment.**

Employees and clients should follow social distancing while at A&H's facilities, including but not limited to workstations, cafeterias, common areas, and office spaces. Specifically, they are asked to:

- ❖ Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls should be implemented
- ❖ Avoid job tasks that require face-to-face work with others whenever possible
- ❖ **Avoid contact with others whenever possible (example: handshakes)**
- ❖ Avoid touching surfaces that may have been touched by others whenever possible
- ❖ Leave distance from anyone who appears to be sick
- ❖ Avoid gathering when entering and exiting the facility
- ❖ Follow any posted signage regarding COVID-19 social distancing practices
- ❖ Disinfect their workspace often
- ❖ Avoid touching their face
- ❖ Avoid nonessential gatherings
- ❖ Avoid using common areas

Please do your part to prevent the spread of COVID-19 by practicing good hygiene at work and at home through the following:

- ❖ Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically upon your arrival at the office, both before and after eating, and after touching common surfaces
- ❖ Cover coughs and sneezes with the inside of your elbow or shoulder
- ❖ Avoid touching your eyes, nose, and mouth, but wash your hands immediately if you need to do so