



BACK TO WORK



Return To Work Guidelines; Date: _____

The following steps have been or will be taken to allow for a smooth transition that is safe, efficient, effective, stress free and aligned with the needs of the organization and the team. The transition will continue to abide by the government's Badger Bounce Back Guidelines. This will continue to be an evolutionary process as we move forward together through this unfamiliar territory.

In preparation for our associates to return to the physical workspace the following steps have already been or are in the process of being completed. These precautions are not meant to increase your anxiety but are meant to be proactive in order to protect your health and the health of those you care are for.

Preparing the Building:

- Carpets cleaned (Date: _____)
- Windows washed (Date: _____)
- Air filters changed (Date: _____)
- Century Q hospital grade disinfectant protocol applied to the entire building (Date: _____)
- Additional cleaning will be done by our janitorial staff 3x/week on an on-going basis. Cleaning all door knobs, light switches, banisters, copiers, conference rooms, kitchen area and restrooms.
- Sneeze guard installed at the receptionist desk. Limit of two chairs in the waiting area.
- Additional panels have been installed in some workspaces to allow for social distancing.
- Disinfectant wipes and masks supplied for each employee at their workspace.
- Disinfectant wipes placed in all common areas (copiers, kitchen, bathroom, reception, entrances).
- All shared doors (excluding restrooms) will be propped open at the start of day and closed at the end of day to limit the touching of handles.
- Lights for all common areas (conference rooms, kitchen) will be turned on at start of day and left on until end of day to limit touching of switches.

- Intercom being installed for the back door entrance. This will become the entrance for all deliveries. (In process, waiting supplies)
- Deliveries will be placed in the small conference room where they will undergo a UV disinfectant treatment before being disbursed. (On order)

Safeguarding the Workforce:

- We will incorporate strict sick guidelines. It is critical that you do not report to work while experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy noses, body aches, headache, chills or fatigue. If you are showing symptoms or running a fever you will be required to notify your manager and use PTO or work from home. You will not be allowed to come in to the office for any reason.
- (Designated employee) _____ will be taking the temperature of everyone as a condition for entering the office on a daily basis. This is by use of a no-contact, infrared forehead temperature gun. This allows for confidential, immediate temperature readings. A temperature below 100.4 is required for entry into the office. Although this may seem somewhat invasive you are going to see this protocol used more frequently in various environments as you begin to navigate post-COVID. If you do not pass you will be required to go home immediately and take PTO or work from your home office.
- Responsible for basic infection prevention measures (i.e. thorough and frequent hand washing, cover mouth with a tissue when you sneeze or cough, no hugging or handshaking, avoid people who are sick with respiratory symptoms).
- Individual masks have been made available but are only required for use in the restrooms and kitchen area.
- Practice social distancing of six feet between people while in the office. Do not congregate



Return To Work Guidelines, Continued

in the reception area, kitchen, restrooms or copier area. Limit visits to co-workers' workspaces.

- Disinfect all office equipment as you bring it back from your home offices.
- Do not share personal work spaces or equipment.
- No common coat closets used during this time. Keep coats in your workspace.
- Dress for your Day or Casual Dress will continue to be acceptable through Phase 1 and Phase 2. (This does NOT include shorts, tank tops, sweat shirts or sweat pants, flip flops or tennis shoes.)

Common Area/Visitor Protocol:

- **Kitchen:** The kitchen will be closed other than the use of the microwave and the refrigerator. Sorry, no common coffee pot use or eating your lunch in the kitchen during Phase 1. Wipes are available and must be used to wipe down all surfaces you touch EVERY time you enter the kitchen. A mask must be worn when you enter and for the duration of your time in the kitchen. Use only paper products (cups, plates) at this time. No shared food items are allowed during this time. There is a limit of 4 people in the kitchen at one time.
- **Restrooms:** A mask must be worn when you enter and for the duration of your time in the restroom. Wipes will be available and must be used to wipe down all areas touched. Please use a wipe when exiting the restroom so you do not touch the door handles. An extra garbage can has been placed in the vestibule of each restroom.
- **Workout Area in the Lower Level:** Closed at this time.
- **Visitor Access:** No outside visitors will be allowed in the building through Phase 2. All meetings must continue virtually during this time.
- **Client payments:** No cash or in-person payments accepted through Phase 2. Utilize

EFT/Direct Bill and encourage clients to make payments direct with the carriers.

- **Agent Meetings:** Agents are allowed to continue essential meetings outside of the office through Phase 2. The expectation is that you take all necessary and standard precautions as you conduct these meetings and when you return to the office.
- **Conference Rooms:** For in-house meetings with a maximum of 4 people in a conference room at one time. Please wipe down all areas touched while using the conference room areas.

We realized there are differing views on the severity of our current pandemic. Some people have extreme anxiety while others may feel it is a huge overreaction. Our goal is to be empathetic and show respect for others' comfort levels. Any person refusing to abide by the above guidelines will be asked to remove themselves from the office immediately.

Return to Work for COVID Positive or Symptomatic Team Members:

(Based on Advocate Aurora Health Guidelines)

If you or someone in your household tests positive or become symptomatic please notify your manager immediately.

You should stay at home until all of the following criteria are met:

- At least 72 hours have passed since fever resolution without the use of fever reducing medicine, AND
- Complete resolution of respiratory symptoms, AND
- Improvement of other symptoms, AND
- AT LEAST 7 days have passed since the symptoms first appeared.

While maintaining confidentiality, all employees will be informed of their possible exposure to COVID-19.