

Return to Work Action Plan Discussion Guide

Use this discussion guide to ensure that all employees are aware of and understand crucial components of 's post-coronavirus Return to Work Action Plan.

| Return to Work Timeline | |
|--|--------------------|
| Topic | Comments/Questions |
| Return to work phases | |
| Corporate cleaning prior to reopening | |
| Whether the employee will be permitted back in the office under Phase One or Phase Two | |
| New administrative workplace protocols to preserve safety (e.g., virtual, office modification and staggered schedules) | |
| Work-from-home expectations | |
| Business-related travel expectations | |
| Personal travel expectations | |

| Workplace Protocols | |
|--|--------------------|
| Topic | Comments/Questions |
| Employee screening protocols: <ul style="list-style-type: none"> Reasoning behind screening Nondiscriminatory screening process Confidential storage of screening results Process to be followed if screening reveals an employee is exhibiting COVID-19 symptoms | |
| COVID-19 exposure or confirmed illness protocols: <ul style="list-style-type: none"> Process for reporting exposure Process for reporting confirmed illness Self-quarantining expectations Considerations to be satisfied before an employee who had COVID-19 can return to work Reporting transparency expectations | |
| Social distancing protocols: <ul style="list-style-type: none"> Explanation of social distancing Guidelines for social distancing Measures is taking to ensure employees can practice social distancing | |

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| Workplace Protocols | |
|--|--------------------|
| Topic | Comments/Questions |
| <p>General employee health and safety protocols:</p> <ul style="list-style-type: none">• Employee hygiene expectations (e.g., frequent hand-washing, covering coughs and sneezes, and avoiding touching face)• Measures taken by to provide ample cleaning supplies and keep the office clean• Expectations for wearing CDC-compliant face coverings at work• Cleaning and disinfecting expectations for employees• Other office procedures:<ul style="list-style-type: none">○ Delivery procedures○ No-visitor policy○ Vending and catering services• Employee mental health services | |

| Individual Requests | |
|---|--------------------|
| Topic | Comments/Questions |
| <p>Employee concerns</p> <ul style="list-style-type: none">• | |

For additional information, please refer to 's Return to Work Action Plan.