



COVID-19 BACK-TO-WORK PLAN (AS OF MAY 4, 2020)

It's time to begin the economic recovery and Partnership Gwinnett is taking the lead in getting businesses safely back to work. We have determined that our employees need to return to work on Monday, May 4. Our goal is to create a safe, comfortable, and productive work environment. The following guidelines have been created by considering recommendations from the U.S. Chamber, the CDC and dozens of global businesses that have returned to work. This document does not address employer liability, worker's compensation, health privacy, etc. This Back-to-Work plan is fluid and will be adjusted according to governmental orders and advice from the CDC and Homeland Security.

PHASE I (March 16 – May 03)

- Employees work remotely if possible.
- Essential employees or employees who choose to work in the office must follow the Phase 2 policies.
- Our doors will be locked, and guests will not be permitted.
- Certificate of Origins will be processed online or in person by appointment only wearing masks and disposable gloves.

PHASE II (May 4 – May 31)

- The office hours return to 8 a.m. to 5 p.m. No one enters the office or stays in the office without a mask. In the first two weeks, masks will be worn when interacting with other staff or in common areas (including hallways and bathrooms). Masks will be provided by Partnership Gwinnett or personal masks may be used with management approval.
- Daily temperature check as you enter the lobby. Anyone with a temperature above 100.4° f may return to work when the CDC return-to-work criteria is met. A PG-provided touchless thermal tool will be used for taking employee temperatures.
- Employees must also sign daily that they have not, to the best of their knowledge, been exposed to COVID-19.
- Signs will be placed throughout the office advising employees and visitors to wash your hands regularly, do not touch your face and stay 6 feet apart.
- Hand sanitizer will be made available at each work station.
- Avoid in-person meetings, but if necessary, separation of 6 feet must be kept.

- No handshaking, high-fives, elbow bumps, etc. or walking in the hallways together. Always stay 6 feet apart.
- Employees in open-air cubes need to separate and stagger who is at their workstations. This is easily adjusted by reassigning workstations and offices.
- Cleaning company will sanitize offices twice per week.
- No communal usage of coffee pots, eating in the breakroom, sharing pens, staplers or office supplies. Copiers, postage machine, mail stuffer machine, etc. must be wiped down with disinfectant wipes before and after use.
- All external meetings during the first 2 weeks should take place over Zoom or MS Teams.
- When possible, meet with colleagues outside on the patio or, if held in Duke Weeks Conference Room, keep doors propped open to create air flow.
- Employees shall not travel by air throughout the month of May. Reduced travel will be allowed in June and following.
- If schools and childcare remain closed, department leaders will make case-by-case decisions on certain employees' work arrangements by limiting their days in the office. The goal is that all employees will return to work on Tuesday, May 25.
- No visitors will be admitted into the office except vendors who will be screened before entrance.

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PHASE III (June 1—projected)

Return to normal, but adhering to Governor Kemp's orders issued on April 30, 2020.

Front Desk Rules

- Guests will not be permitted within 6 feet of the front desk. A perimeter will be marked around the front desk station with a stanchion. Visitors must remain behind designated area.
- Front desk attendants must wear a mask.
- Doors will remain open for air flow purposes.
- Pen holders will be available with pens labeled "clean" and "used".
- If and when you have front desk duties, you shall bring your own phone receiver/handset.
- Wipe down keyboard/desk/mouse when you arrive and leave your front desk duty. You are encouraged to bring your own keyboard and mouse.
- Front Desk attendants must wear disposable gloves when handling Certificates of Origin paperwork and dispose of them immediately after the transaction before handling any other items.
- Visitors shall not wait or congregate in the front desk area for extended periods of time. Visitors should show up at the time of their appointment. Lobby chairs will be arranged to be 6 feet apart.

Deliveries & Vendors

During Phase II, deliveries (UPS, FedEx, etc.) should be dropped off outside the lobby doors (a sign indicating this shall be placed on the door). All packages will be wiped down with disinfectant wipes before they are brought into the lobby. For any deliveries from vendors that require entrance into the offices, the delivery person shall wear a mask, have his/her temperature taken and must answer if they have knowledge of being exposed to COVID-19. Items delivered shall be wiped or sprayed with disinfectant unless they can be set untouched in a secluded place for 24 hours.