

MEMORANUDM
COVID-19 Return-To-Office Plan & Best Practices



TO: Tradepoint Atlantic Corporate and Salaried Employees

From: Executive Team

Date: May 21, 2020

Return to Office Plan – COVID-19

Tradepoint Atlantic will continue take proactive steps to protect the workplace, especially during this infectious disease outbreak. It is the goal of TPA during any such time period to strive to operate effectively and ensure that all essential services are provided without interruption and that employees are safe within the workplace.

TPA is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In preparation for the re-opening of our offices, Tradepoint Atlantic has taken the following precautionary steps to ensure a safe work environment:

- Installation of hand sanitizer stations
- Increased cleaning schedule (4 times/week and monthly deep-cleaning)
- HVAC system condenser cleaning and filter replacement
- Reduction of conference room capacity by 50% through the removal of extra seating
- Movement of the Ping Pong table to Fitzell Room to allow for social distancing
- Installation of NanoSeptic continuously self-cleaning pads on frequently touched surfaces such as entrance doorways, etc.
- Frequent cleaning of pool vehicles

Preventing the Spread of Infection in the Workplace

TPA will attempt to take the necessary steps to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, and door handles. If you notice an area that appears in need of additional attention, please contact Terry Pusinsky 410-709-1295 or tpusinsky@tradepointatlantic.com

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious: frequent hand washing with warm soapy water; maintaining social distancing; turning your head, covering your mouth into your arm when you sneeze or cough; and discarding used tissues in wastebaskets; frequently clean all high-touch surfaces (phones, keyboards, mouse, work tools, coffee

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machines, ping pong paddles) that you come in contact with. We will do our best to have alcohol-based hand sanitizers and disinfectant wipes throughout the workplace and in common areas.

Work Schedules

While it is the goal of TPA to have everyone transition back to working onsite by mid June, managers will utilize alternating staffing schedules from June 1st – 12th to begin transitioning teams back into the office. Managers will continue to have some flexibility to allow remote work on a case-by-case basis. We understand employees may have unique situations that require them to periodically work from home. Employees should discuss their situation with their manager to develop an agreed upon work from home plan and schedule.

Limiting Travel

All nonessential business travel should be postponed until further notice.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, sore throat, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention has guidelines for people with suspected or confirmed COVID-19. The Company will adhere to CDC's current guidelines, as they change over the course of this outbreak based on updated information that is known. See attached, What to Do If You Are Sick, last updated May 8, 2020. This guidance includes how to discontinue home isolation if you have had COVID-19 and have or have not been tested, as well as if you did not have COVID-19 symptoms but tested positive and have or have not had a test to determine if you are still contagious. If your doctor does not suspect you have COVID-19, stay home and continue to monitor your symptoms. Remain at home until at least 3 days (72 hours) have passed since recovery – defined as resolution of fever without the use of fever-reducing medications and improvement with the other symptoms. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work.

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Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information will be in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

TPA requests your cooperation with these recommended social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are encouraged to:

- Use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Avoid face-to-face meetings if possible. If not, minimize the meeting time, choose a large meeting room and sit one seat space apart from each other if possible; avoid person-to-person contact such as shaking hands.
- Postpone nonessential meetings, gatherings, workshops and training sessions.
- Avoid congregating in work rooms, kitchens, copier rooms or other areas where people socialize.

Employee Responsibility and Reporting

The Company is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19 in our office and at our jobsites, everyone must play their part. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting everyone. As set forth below, the Company encourages these best practices.

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their manager or supervisor and stay home.
- Sick employees should follow CDC-recommended steps (See: What to Do If You Are Sick). <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day will immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, TPA will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain

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confidentiality as required by the Americans with Disabilities Act (ADA). Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others in the workplace/worksites.

Employees who may have been exposed if they were in “close contact” with someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:

- Potentially exposed employees who **have** symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
- Potentially exposed employees who **do not have** symptoms should self-monitor for signs and symptoms and practice social distancing for 14 days. If they develop symptoms, they should notify their supervisor and stay home.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. The CDC website has a “Self-Checker” – A guide to help you make decisions and seek appropriate medical care. It can be viewed at: www.cdc.gov

Symptoms may appear 2-14 days after exposure to the virus.

The Families First Coronavirus Response Act

All employees are entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework. Please report to your manager, along with any available documentation, who will then report to HR the specified reason for appropriate payroll coding and compensation. (See Attachment: Families First Coronavirus Response Act.)

This information should not be considered all-inclusive and is subject to changes or modifications. If you have any questions regarding these guidelines, please contact Terry Pusinsky 410-709-1295 or tpusinsky@tradepointatlantic.com

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COVID-19 Employee Self-Certification to Return to Work Post-Illness

I, _____, attest to the following:

I have had no fever for at least three days without taking medication to reduce fever during that time.

Date of last fever of 100.4 degrees or higher: _____

My respiratory symptoms (cough and shortness of breath) have improved for at least three days.

Date respiratory symptoms began improving: _____ (write N/A if no symptoms present)

At least ten days have passed since my fever and/or respiratory symptoms began.

Date fever and/or respiratory symptoms began: _____

Employee name: _____

Employee signature: _____

Today's date: _____

Date returned to work: _____