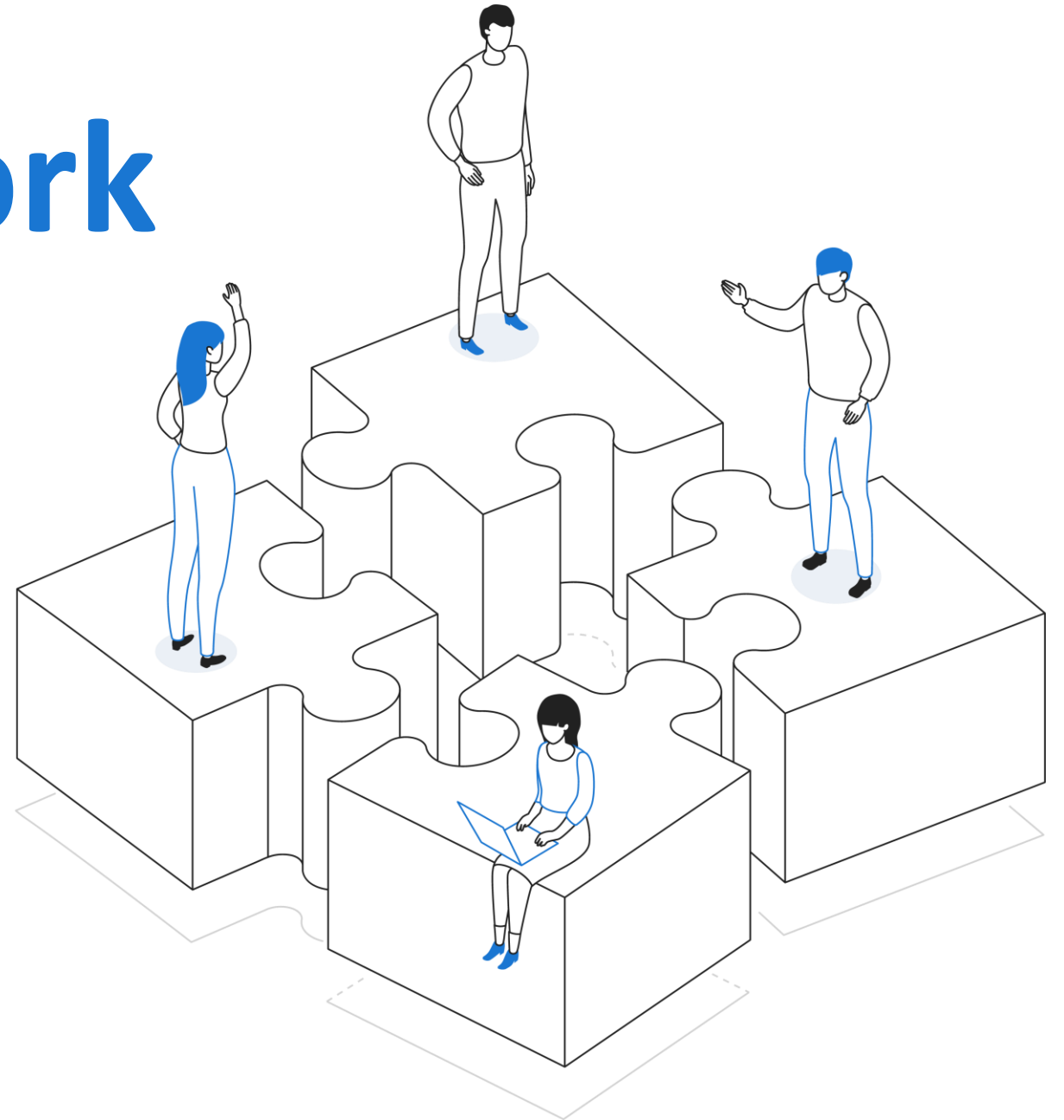


Return-to-Work Guide for Employees



Welcome back!

As we return to work and begin this “new normal” in our workplace, we understand that many employees are concerned about safety as well as the changes to company policies and procedures that we have implemented. We want every employee to be assured that we are taking your concerns and the well-being of our employees seriously.

What we are doing:

- All employees will self-screen for COVID-19 symptoms and possible exposure before reporting to work at the building. Tenants are responsible for similar measures when meeting clients in the building.
- Common areas and frequently touched surfaces are being cleaned throughout the day daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect workspaces throughout the workday.
- Hand sanitizer stations are provided at the entrance and in key areas throughout the building.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Your supervisor is working with you to devise modified work schedules to allow for staggered work shifts to reduce the number of people in the building at one time.
- While in the building, all persons should practice social distancing of 6 feet, wear face masks, and wash hands. Washable, fabric face masks will be provided to staff.
- Break rooms and other communal areas have reduced seating and capacity limits.



What we are doing:

- Common space conference rooms will be closed through the end of June. We will evaluate the use of these spaces for July.
- The building will continue to be closed to walk-in visitors.
- All water fountains are restricted from use and waiting areas are prohibited.
- Access to the building is restricted to the front entrance only.
- We will continue to give virtual strategies priority over face-to-face contact whenever possible. This applies to all business conducted.
- Business travel remains restricted to essential travel only. If travel must occur and involve two people, they must travel in separate cars.



What you can do:

- Stay home or go home if you are sick. This applies if you have been exposed to COVID-19 or have someone in your home who has COVID-19.
- Maintain social distancing practices in the workplace.
- Follow cleaning product instructions when cleaning work areas such as copiers.
- Wash your hands frequently or use hand sanitizer if soap and water are unavailable.
- Cover your nose and mouth when sneezing or coughing.
- Avoid touching your face.
- Wear provided face mask or personal face covering when in shared spaces.
- Replace handshakes with head nods and waves.
- Avoid using other employees' phones, desks, offices or other work tools and equipment, when possible.
- Talk to your manager if you have concerns specific to your circumstances, such as a health condition that places you or someone in your household at high risk.
- Follow all company policies and practices.
- Be kind. Understand that this is a stressful time for everyone, and an extra bit of kindness right now can go a long way.



Frequently Asked Questions



Can I continue to work from home?

We expect all scheduled employees to report to work at our business location unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. This doesn't apply to staff who are scheduled to telework. You should discuss your specific circumstances with your supervisor or human resources.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal health and safety guidelines as well as guidance from our state and local governments. We are implementing practices such as employee health screenings and social distancing practices to keep our workplace healthy.

Frequently Asked Questions, cont.



How will positive cases of COVID-19 be handled in the workplace?

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to telework for 14 days. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



How will staggered work shifts impact me?

We are staggering the start and end times of work shifts and/or alternating office and telework days to reduce the number of people coming and going at any particular time. Your supervisor will meet with you to discuss a schedule that works for you and your team and for the Partnership's business needs.

Frequently Asked Questions, cont.



Do I have to answer medical questions when reporting to work?

All employees reporting to work onsite will be required to answer questions regarding COVID-19 symptoms before entering our building. Employees who refuse to answer health screening questions will not be permitted entry into the building. Employees may be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see or ask HR for policies regarding use of paid and unpaid leave for absences.



What should I do if I feel sick?

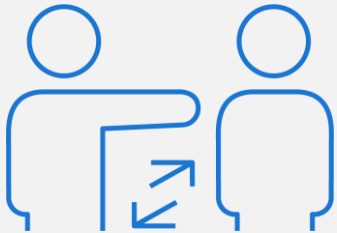
Employees who feel ill should notify their supervisor per HR policy 110 and not report to work. If you are already at work and begin feeling sick, you should notify your supervisor and go home immediately. Employees can use accrued leave and/or other paid leave that may be available. Contact human resources for more information on available paid leave.

Frequently Asked Questions, cont.



Do I have to wear a mask at work?

Unless required by a state or local order, employees do not have to wear a mask except in the following circumstances: employees in positions with frequent person-to-person contact are required to wear masks, and all employees must wear masks when in shared, public spaces. Masks will be provided by the Partnership to each employee. If you have a medical condition that restricts you from wearing one, please speak with human resources.



Will we continue to have in-person meetings?

In order to promote social distancing in the workplace, many meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. However, most meetings will favor virtual strategies for employees to participate from their personal workspace.

Frequently Asked Questions, cont.



What do I do if I'm afraid to return to the office right now?

Know that we understand your fears. We're all at least a little afraid of getting sick. That's why we have taken great care in the implementation of these procedures and protocols to help protect us. We sought out and thoughtfully considered guidelines from our health and business experts. We are taking your safety and well-being seriously, and we will continue to keep our workplace healthy and safe to the best of our abilities.

While some work can and will be continued remotely, other work needs to be done onsite to meet our funding requirements and the needs of our community. If you are asked to report to the building for one or more tasks that can't be completed remotely, or are scheduled to work onsite, you are expected to report to work. If you have a concern about safety practices, please address your concern to your supervisor immediately. We will investigate health and safety concerns to ensure our building remains a safe place to work.

Changes You May See at Work

In the months to come, we will continually be monitoring the pandemic circumstances and will consider implementing technology to keep our workplace safe going forward. Some of the new technology you may experience at our building include:

- No-Touch Thermometers
- There may be tape marking 6 feet distances at offices or other places in building (i.e. the copier room).
- Two people may be in copier room, but must social distance going in and out of the room.
- Sanitize between (before & after) uses of the Keurig, water cooler, toaster oven and refrigerator. Wash your hands before and after use.
- May direct traffic one-way to do social distancing.
- Many services that have been done face-to-face will be done remotely (i.e. IT help-desk).