



Coronavirus (COVID-19) Company Policy

Policy Brief and Purpose

Updated: Sep. 21, 2020

Le'Fant's corporate motto is "We Never Forget," as we never forget what is most important: our clients and our employees. Our company's COVID-19 policy is designed to keep you, your families, and the clients we serve safe and healthy. We are continuously monitoring guidance from the Centers for Disease Control and Prevention (CDC) and any Agency specific guidance to determine where and when it is reasonably safe to authorize our employees to support our clients. As such, we continue to manage the risk of personnel exposure by requiring that you adhere to the following guidance. This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently to sustain a healthy and safe workplace in this unique environment. We all must respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. We will update you as soon as possible by email in the event of a change of policy.

Scope

This coronavirus policy applies to all our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well to ensure we collectively and uniformly respond to this challenge.

Policy Elements

The following are the actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.



Reporting/Leave Arrangements:

- In the event of a confirmed or suspected COVID-19 exposure, as timeliness is critical, please inform your supervisor and Program Manager the date of exposure as soon as possible.
 - Information should include providing the location/places frequented, and who may have been exposed.
- Any personnel who are exhibiting symptoms described by the CDC such as cough, sneezing, fever, or feeling poorly, or may have been exposed to coronavirus or have tested positive for COVID-19 virus should not come into client spaces or Le'Fant facilities.
- Once reported to Le'Fant, personnel shall request to work from home or request leave and take self-quarantine measures indicated by government health authorities.
 - Le'Fant will provide an update to the Client if affected employee is a contract employee.
 - Contract personnel should continue to follow their client site's procedures regarding leave or other applicable policies.
- If you have a positive COVID 19 diagnosis, you can return to the office *only after* you have fully recovered, with a doctor's note confirming your recovery.
 - Le'Fant will provide any additional guidance communicated by the Client with respect to expectations for return to contract employees.

Work from Home Requests:

- If you are feeling ill, but you can work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), we will ask you to work from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you need to provide care to a family member infected by COVID-19, request to work from home. Follow up with your manager or departmental leader to make arrangements and set expectations. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Traveling/Commuting Measures:

- All work trips and events – both domestic and international – will be canceled/postponed until further notice.



- In-person meetings should be done virtually when possible, especially with non-company parties (e.g., candidate interviews and partners).
- If you usually commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country or another U.S. state with increased COVID-19 cases, we will ask you to work from home for 14 calendar days upon your return from your trip. You will also be asked not to come into physical contact with any colleagues during this time.

General Hygiene Rules:

- Face coverings MUST be worn by all individuals who travel through hallways and public areas or work in shared open spaces with others, or when staff will be using or sharing equipment (such as computers or printers) with others at any time.
- Employees are not required to wear a face covering when they are the only occupant in a private office with equipment that is dedicated for their use; however, it is expected that they close the office door. Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent infection.
- If you find yourself coughing/sneezing regularly, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting to take leave).

Client Site Requirements:

- Communicate with your Program Manager if you are working at a client/third party site in regards to the client's guidance concerning their COVID 19 requirements. You must adhere to the client's policy guidelines and requests, to include any requirements for face coverings or other PPE. As a matter of practice, client site requirements take precedence over this policy. If you have any issues or concerns with their policy guidelines and recommendations, please speak to your supervisor immediately.

Please direct any questions to your Program Manager or to Chief HR Officer, Jamie Pummill, at Jamie.pummill@lefant.org