

COVID-19 (Coronavirus) Action Plan

The Phillip Charles Group (TPCG) has implemented this interim guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control and Prevention (CDC). The CDC will update their guidance as additional information becomes available. <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html> and TPCG will release additional guidance regarding new CDC information and recommendations.

The health and safety of all our employees is of paramount concern to TPCG. To insure your safety at work TPCG has implemented the following safety plan in an effort to protect our Field Employees and internal staff members from exposure to COVID-19. TPCG expects all employees to follow the guidelines listed below.

At TPCG Offices and Assignment Sites:

- Employees who are ill are asked to stay home until symptom free for 72 hours without the aid of symptom relieving medications (fever reducing medication, cold medication etc..)
- Complete the Employee Health Screening Questionnaire and temperature screening before entering the workspace.
 - Health Screening Questionnaire contains questions such as:
 - Have you or anyone in your family, been in contact with a person who has tested positive for COVID-19?
 - Have you or anyone in your family, been in contact with a person who is in the process of being tested for COVID-19?
 - Have you or anyone in your immediate family, traveled outside the USA within the past two weeks?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms?
 - Per CDC recommendations, if any answer is “yes”, the worker is to be removed from the office or assigned jobsite immediately and will not be allowed to return to the jobsite without a doctor’s letter verifying “OK to return to work” status.
 - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. TPCG Recruiters and/or the Assignment Site Supervisor is to send any worker home if there are any observed symptoms of sickness.
 - TPCG Recruiters and Assignment Site Supervisors are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- Wear a mask upon entering the building and keep it on until you are at your workstation.
- Wear a mask in all common areas such as breakrooms, bathrooms, cafeterias and conference rooms.
- All guests and field employees will be required to wear a mask upon entering the building and entering our suite. If you do not have a mask one will be provided to you so you may enter. Refusal to wear a mask will prohibit you from entering our suite.

- Maintain social distancing of staying 6 feet apart to the best of everyone's ability. If you cannot maintain social distancing you must wear a mask.

Office/Interview/Meeting Protocols

- TPCG may require all non-essential office staff to work remotely via the VPN network or all tasks that can be completed remotely.
 - Additionally, TPCG Clients may require all assigned TPCG employees who are non-essential office staff to work remotely.
- TPCG will require all employees who are working remotely will be required to complete a Teleworking agreement prior to moving any Client property to their home offices.
- For the interim all new interviews with prospective employees will be conducted virtually using tools such as Zoom, FaceTime, Microsoft Teams etc.
- Client meetings will likewise be conducted virtually unless absolutely necessary to be conducted in person while adhering to social distancing and mask wearing protocols.
- TPCG staff meetings will be conducted virtually until further notice.
- TPCG will display signage throughout the office regarding wellness tips, additionally signage will be placed at entry points clearly stating TPCG's safety protocols for entering the office.
- Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, copiers and desks) can be wiped down by employees before and after each use.
- Follow all CDC protocol.

COVID-19 Measures:

- Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If an employee is confirmed to have COVID-19, COMPANY will inform fellow employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- If an employee is diagnosed with COVID-19, they must stay home. TPCG will provide paid leave in accordance with the FFCRA Act and the CARES Act.
- TPCG will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

General Protocol:

TPCG will actively encourage sick employees to stay home:

- If employees or subcontractor employees are exhibiting any of the following symptoms or behavior associated with these symptoms, they will be asked to leave the jobsite and/or office and call (or go to) the doctor:
 - Fever
 - Cough
 - Shortness of breath
- Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. Tylenol, cough suppressants). Employees should immediately notify their supervisor and stay home if they are sick.
- TPCG will communicate with our Client Companies and Assigned Field Employees about the importance of sick employees staying home and/or going to the doctor.
- Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- TPCG will communicate the following to its employees and Client Companies:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
 - Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.



TPCG is committed to the safety of its employees, vendors, subcontractors, clients, and the general public. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. TPCG's leadership is committed to providing the best work environment possible for all staff and jobsites and we will continue to monitor the CDC website for updates. We will make revisions to this policy as updated information is available.