



## APG OFFICE GUIDELINES AND ROADMAP TO RECOVERY FROM COVID-19

May 10, 2021

### Phase 2 - Amended

Florida's Emergency Orders related to COVID-19 have been rescinded. Most, if not all, Counties in our working area have followed suit. Given this development, we are pleased to announce adjustments to the Phase 2 portion of our guidelines. As the virus has not been eradicated and the CDC continues to encourage the enforcement of certain COVID-19 guidelines, our goals continue to be:

- Mitigate the risk of infection
- Protect the most vulnerable members of our team
- Follow state, local and CDC guidance

These goals will be met as we follow a three-phase plan, which will incrementally lead us from where we are to where we want to be. The following recommendations will **apply to all phases and every person entering an APG office:**

- APG encourages all employees and family members to follow the advice of their medical provider regarding COVID-19 vaccinations.
- APG Human Resources Department may request a copy of your COVID-19 immunization verification documents. This is *not* required but is recommended since it is expected that many of our projects will require this documentation as a condition of entry to the jobsite.

### **Good Hygiene Practices:**

- Continue to practice good hygiene with regular hand washing. Use soap and water or hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces regularly. Personal hand sanitizers and disinfectants will be provided upon request.
- If sick or experiencing fever, cough, loss of taste / smell or difficulty breathing, **STAY AT HOME!** Contact your medical provider within 12 hours of the onset of symptoms and closely follow any advice you receive. Immediately notify the HR Team and your supervisor.

## **Temporary Good Hygiene Practices:**

- **Face coverings - OPTIONAL.**
  - A printable sign will be e-mailed to all office employees which states, "Please Wear a Mask When in My Office – Thank You". This sign is made available to any who want to post it on their office door so others know to wear a mask when in their office.
- Practice 6 feet social distancing whenever appropriate – not all APG Employees are in a position to minimize this guideline.
- Notify the HR Team and your supervisor if you are confirmed to have or have been exposed to someone who has tested positive for COVID-19, even if you are not experiencing symptoms. This will facilitate contact tracing and effective testing.

Phases described below do not have fixed durations. APG Leadership will communicate when each of these phases begins and ends.

### **Phase 2 (Amended)**

- All individuals considered vulnerable to infection should continue to work from home.
- If you are in good health and desire to return to the office, you may do so. If teleworking is preferred, we will continue to support your desire to work from home to the extent possible. (See APG Employee Handbook IX (I) Flex Time and Work Schedules on page 44.)
- In-person meeting attendance is no longer limited to a specific number. However, until the pandemic is declared "over," let's continue to observe the "no more than 10 people" guideline with the exception of the large training center.
  - No meetings of more than 10 people are to be considered mandatory and anyone uncomfortable attending will be accommodated with a Zoom Meeting option by the meeting host.
- Social Distancing – No restrictions, but encourage an air of mutual respect for fellow employee's feelings – the APG WAY.
- Outside vendors may resume office visits.
- The cafeteria is open.
  - Salad Bar will continue to be closed until further notice.
- The gym is open.

### **During Phase 3 (modified)**

- Vulnerable individuals can resume work in the office, but should practice 6 feet social distancing and minimize exposure to social settings where distancing is not practical.
- All employees may return to working in the office as normal in lieu of working from home. (See APG Employee Handbook IX (I) Flex Time and Work Schedules on page 44.)
- Minimize time spent in crowded environments.
- Resume unrestricted staffing at all worksites.

When Phase 3 concludes, the office will be completely open to employees and visitors. The following sources will dictate when this can happen:

- State and local officials
- CDC instructions
- OSHA 3990-03 2020 Guidance on Preparing Workplaces for COVID-19
- APG Leadership

Thank you for patiently following the direction you receive. We know this situation was completely unexpected, but we appreciate your cooperation as we work towards a return to the business we know and love!

Sincerely,



Michael Henley  
President