



APG OFFICE GUIDELINES AND ROADMAP TO RECOVERY FROM COVID-19

April 30, 2020

As the risk of contracting COVID-19 begins to diminish, many of us are looking forward to returning to business-as-usual. However, we must proceed with great caution and show respect for the recommendations of local authorities for your protection. As we progress to a completely open office, our goals are to:

- 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**:

- Continue to practice good hygiene with regular hand washing. Use soap and water or hand sanitizer, especially after touching frequently used items or surfaces.
- Practice 6 feet social distancing.
- 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.
- Strongly consider using face coverings while in common areas and near others.
- If sick or experiencing fever, cough, or difficulty breathing, **STAY AT HOME!** Contact your medical provider via telemedicine within 12 hours of the onset of symptoms and closely follow any advice you receive. Immediately notify the HR Team and your supervisor.
- Notify the HR Team and your supervisor if you are confirmed to have (or have had) or have been exposed to someone who has COVID-19, even if you are not (or did not) experience symptoms. This will facilitate contact tracing and further testing.

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

During Phase I

- All individuals considered vulnerable to infection should continue to work from home. "Vulnerable" individuals are over 60 years of age or have underlying health conditions,

which may include high blood pressure, chronic lung disease, diabetes, obesity, asthma, or a compromised immune system.

- Teleworking is strongly encouraged for all employees. If you are in very good health and strongly desire to return to the office, you may do so. However, you are *not* required to do so. We expect that the majority of office employees will continue to work from home.
- All in-person meetings are limited to no more than 10 people who each maintain 6 feet social distancing.
- Avoid socializing in groups of more than 10 people or where 6 feet social distancing cannot be maintained.
- The cafeteria is closed.
- The gym is closed.

During Phase 2

- All individuals considered vulnerable to infection should continue to work from home.
- Teleworking is encouraged for all employees. If you are in very good health and desire to return to the office, you may do so. However, you are *not* required to do so. We expect that some office employees will continue to work from home.
- All in-person meetings are limited to no more than 50 people who each maintain 6 feet social distancing.
- Avoid socializing in groups of more than 50 people or where 6 feet social distancing cannot be maintained.
- Outside vendors may resume office visits.
- The cafeteria is open to the extent that 6 feet social distancing is maintained.
- The gym is open to the extent that 6 feet social distancing is maintained.

During Phase 3

- 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.
- 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

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