

NOTE: Before using and then relying on this DRAFT Example2 , please be sure to double-check proposed protocols and guidelines against:

- State Stay at Home Orders (and, possibly county restrictions)
- Centers for Disease Control and Prevention (CDC) Guidance related to COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>
- Equal Employment Opportunity Commission (EEOC) and Department of Labor Guidance related to COVID-19
https://www.eeoc.gov/eeoc/newsroom/wysk/wysk_ada_rehabilitaion_act_coronavirus.cfm
<https://www.dol.gov/coronavirus>
- PPE requirements/recommendations may vary based on location for office spaces
- Testing requirements/recommendations may vary based on availability and changing government guidelines

Further, this document is offered as an example document, and any individual company's documents should be tailored to the specific mission, personnel, locations and idiosyncrasies of the company's operations. The elements of this example document should in no way be misconstrued as a standard for the industry, or a work place standard that must be considered. The elements of this example document are intended solely as options, and as possible ideas that may be relevant to a company's lab, clinical, manufacturing or office operations.

DRAFT: BIO Return to Office Policy:

- (1) No one should return to work if they have tested positive or been determined to be presumptively positive for COVID-19, or been in close contact with anyone who has so been diagnosed (per the CDC guidelines for close contact), without consulting with his/her supervisor or HR so that the specific return to work protocols can be followed. These situations will be considered as part of "medical care issues" as referenced in Department-specific return to work plans.
- (2) If, after returning to work, an employee experiences symptoms of COVID-19, or newly meets the criteria of number 1 above, then he/she should consult with the supervisor or HR immediately, and preferably before going into BIO's offices. If such a manifestation occurs while in BIO's offices, then he/she should immediately remove himself/herself from BIO's offices, respecting social distancing guidelines and avoiding any further contamination to the offices, and then

contact either her/his supervisor or HR. BIO then will follow an appropriate protocol for such situations.

- (3) No outside guests are permitted in the building until further notice (with exceptions as needed for deliveries or other special situations, in consultation with Facility Services)
- (4) Departments should not schedule any meetings in BIO offices involving any visitors to BIO, and any BIO Staff only meetings should be limited as described below.
- (5) Internal meetings of more than two people shall be kept to an absolute minimum and should not take place in individual offices.
- (6) No more than 3 people shall be allowed in the conference rooms, except the Jefferson rooms, each of which (A, B, or C) can hold no more than six employees (or multiples of that when combined).
- (7) Use of kitchens, bathrooms, elevators, and other common areas – employees are required to maintain safe social distance (6 feet) in all common areas and thus should not enter those areas if such distance cannot be maintained (i.e., wait your turn!); BIO will consider whether use of homemade masks should be required when in common areas.
- (8) Employees should wash their hands frequently during the days in the office and use the available hand sanitizers when moving throughout the office.
- (9) For the month after BIO “returns to office,” employees who normally commute using mass transit may drive and park, or take an Uber or similarly-priced private mode of transportation, and BIO will reimburse such employees for such costs; after such time, BIO will revisit the issue of mass transit reimbursement depending on public health guidelines.
- (10) Regarding travel, BIO’s suspension of all business travel (domestic and foreign) shall remain in effect even after employees start to return to work in the office, until further notice, with business essential exceptions considered on a case by case basis. Employees engaged in personal travel during this time are requested to continue notification of BIO (either via HR or his/her supervisor), so that we can appropriately manage the re-entry of such persons into the office.