



Coronavirus COVID-19 in-person work policy

EFFECTIVE STARTING 06/10/2020

NetSource One will continue to follow and monitor updates and requirements from Health Care Professionals, Federal, State and Local Government and will update our in-person work policy based on the changes they recommend.

NSO personnel will be required to follow this policy at all NSO facilities and at client sites. If a client has more restrictive policies, then the most restrictive measures from each policy will be in effect.

Based on current recommendations NSO has established the following:

- Until Further notice, personnel will continue to work via Telework to the maximum extent possible.
- All customer on-sites must be pre-approved by Andy, Ed or Stacy via email
- All work that must be completed in an NSO office must be arranged and must be pre-approved by Andy, Ed or Stacy via email

In order to perform in-person work an employee will be required to complete the following daily screening:

- 1) Ask if the employee has symptoms of fever, cough, shortness of breath, difficulty breathing, sore throat, diarrhea, chills, shaking with chills, new loss of taste or smell, new muscle aches, new headache
- 2) Temperature Check with a touchless thermometer to check for a temperature of 100.4 or greater
- 3) Ask if the employee has been in close contact* with a person that is **confirmed or probable (meaning physician diagnosed or waiting test results)** COVID-19 case?
- 4) If an employee answers “yes” to any of the screening questions or has a temperature of greater than 100.4, the employee is not permitted on the work site and should self-isolate/self-quarantine at home for:
 - a) A minimum of 3 days (72 hours) have passed without fever (without the use of fever-reducing medicine) AND resolution of substantial improvement in respiratory symptoms AND 7 days have passed since first symptoms began.
 - b) 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 5) If you feel sick you are not to perform in-person work
- 6) Any person observed with symptoms of fever, cough, shortness of breath, sore throat or any signs of cold, flu or COVID-19 will be instructed to leave the facility and telework.



For in NSO facility work, NSO will implement the following social distancing guidelines to help prevent the spread of viruses:

- 1) The main entrance will be locked 24 x 7
- 2) There will be no more than 2 people setting in a cube pod
- 3) No 2 people will be allowed to set directly next to or across from each other
- 4) No in person meetings in the Bat Cave or Fishbowl
- 5) If you have a meeting in the War Room there needs a table distance between you
- 6) In the break room there will be no more than 1 person per table, 2 people at the bar (one on each end) and no more than 2 people in the TV area with only one person per couch (preferably on the far ends)
- 7) In the Troy office there should be no more than 1 person in the office at a time. If there is more than 1 person in the office, you will be required to be in separate rooms.
- 8) All vendor in person meetings are prohibited
- 9) Face coverings must be worn on customer sites and if there are 2 or more people in an NSO office
- 10) Employees are required to wash or sanitize their hand frequently and especially after using the bathroom or common areas
- 11) Sharing of items such as keyboards, mice, phones, pens, laptops, etc. are prohibited.
- 12) Individuals will maintain a minimum of 6 feet of separation between themselves and all other individuals.
- 13) Customers are only permitted at an NSO facility for the purpose of dropping off or picking up equipment, and only in the shipping and receiving entrance.
- 14) Building capacity for the 5454 building will be limited to 15 people, the 5410 building will be limited to 4 people and the Troy office will be limited to 2 people
- 15) Company Vehicles may only be used by 1 person per day
- 16) No more than one person may be in any vehicle while performing work for NSO or its clients or while traveling to or from an NSO office or a client site.
- 17) To reduce touch points following doors are to remain propped open at all times:
 - The single door on the north side of the lab
 - The door between the breakroom and the main part of the building
 - The door from the hallway to the Gym and the door from the gym to the locker room
- 18) Use of the Gym is discouraged and will be limited to 1 person at a time. Anyone using exercise equipment must wipe down the equipment before and after use with disinfectant.
- 19) Employees must complete the NSO COVID-19 informational training power point via the KnowBe4 portal



For on customer site work, NSO will implement the following social distancing guidelines to help prevent the spread of viruses:

- 1) Employees must follow all NSO and customer COVID-19 related policies. If there is a conflict or question between 2 policies the most restrictive policy must be followed
- 2) Face coverings must be worn on customer sites at all times
- 3) Employees are required to wash or sanitize their hand frequently and especially after using the bathroom or common areas
- 4) Sharing of items such as keyboards, mice, phones, pens, laptops, etc. are prohibited.
- 5) Individuals will maintain a minimum of 6 feet of separation between themselves and all other individuals.
- 6) Company Vehicles may only be used by 1 person per day
- 7) No more than one person may be in any vehicle while performing work for NSO or its clients or while traveling to or from an NSO office or a client site.
- 8) Employees must complete the NSO COVID-19 informational training power point via the KnowBe4 portal

If an NSO employee is at a customer site and feels unsafe because the customer is not following the requirements from Health Care Professionals, Federal, State and Local Government; the employee will not be required to remain on-site, unless the customer remediates the situation. If you are in a situation where you feel unsafe contact your Manager and Management will explain the situation to the customer. You can remove yourself from the unsafe area but do not leave the parking lot of the customer until you hear back from Management.

If a customer or an NSO employee does not have sufficient Personal Protective Equipment (“PPE”) for the situation, the employee may travel to an NSO office for a face covering and sanitizer. If the situation requires special PPE (i.e N95 mask, Face Shield, body suit) these will need to be provided by the customer.

Failure to follow these guidelines will result in the employee losing their ability to perform in-person work for a period of at least 7 days.

These rules are subject to change at any time and notice will be sent to all employees when they are changed.

Employee Signature

Date