



## **TJS Deemer Dana & Vertisys COVID-19 Preparedness & Response Plan**

During the course of the pandemic TJSDD & Vertisys (i.e., the Firm) has established a preparedness and response plan. This plan has been developed to help ensure the safety and help reduce the exposure risk within our offices. This plan may updated based on continual guidance provided by the CDC and the Georgia Department of Public Health.

### **Screening & Notification Procedures for Team Members:**

- Team members are to take their temperatures daily before reporting to the office.
- Team members are not to report to the office if having a temperature of 100 degrees or above.
- If team members begin to exhibit symptoms while in the office, return home promptly.
- Team members who have been exposed to COVID-19, either by primary exposure (coming into contact with someone who has been diagnosed) or secondary exposure (coming into contact with someone who has come into contact with someone who has been diagnosed), must not report to the office or a client site, must inform their Partner in Charge and Human Resources (HR).
- Please notify Partner in Charge and HR immediately of any type of exposure and/or symptoms.
- Team members may be asked to quarantine and possibly work remotely for a 14 day period.

### **Sick or Exposed Team Members:**

The Firm will follow the guidelines provided by the Department of Public Health (DPH) and the CDC. Therefore, team members who test positive and who may have been exposed to a COVID-19 positive person will be sent home for an appropriate period of time (generally 10- 14 days). The CDC considers prolonged exposure to be that exposure between people who are less than 6 feet apart for more than 15 minutes. <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html> Upon learning of a positive test, the Firm will require team members infected with COVID-19 to identify all individuals who have worked in close proximity and inform any other team members of any possible exposure, while keeping their identity confidential.

### **Follow Up Questions:**

HR may ask follow up questions to assess the precautionary measures to take per the CDC's recommendation in the office space and with other team members.

- Are you exhibiting symptoms of COVID-19?
- Have you taken a COVID-19 test? If so, have you received the test results or when will you?
- When did you come down with your symptoms?
- What days have you been in the office?
- Did you come in close contact (less than 6 feet away from one another for 15 minutes or more) with any other team members? If so, who?
- Have you been in contact with any clients? If so, who and when?
- Did you use any communal equipment and what part of the office have you been in?
- HR will request that you consult with your healthcare provider and recommend getting a test.

### **Process for the Firm in the Office:**

- HR will notify any other team members if they have been in close contact with any sick team members who have tested positive with COVID-19.
- If any of these team members are showing symptoms, they will also be asked to return home and monitor symptoms.
- If other team members are not showing symptoms, HR will request for them to monitor symptoms (fever, cough, shortness of breath) and not report to work if they display any symptoms.
- Any area used by the ill person will be closed off. Per CDC, the Firm needs to wait at least 24 hours before any cleaning is done in that area.
- The Firm will notify building property management (if applicable).
- The Firm will notify the applicable office cleaning companies, and we will get guidance from the cleaning companies on the appropriate procedure to disinfect the office.
- Per guidance given from cleaning companies, the office may close for the cleaning process.

Protocol Information Used from CDC Source - <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

### **Return to Work Strategy:**

- The Department of Public Health recommends a time-based return to work strategy that is determined based on a person's health status. The Firm will follow the below Department of Public Health protocols regarding "return to work" for persons with confirmed or suspected COVID-19.

### **Symptomatic Team Members:**

- Symptomatic team members with confirmed COVID-19 or suspected COVID-19 can return to work after:
  - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
  - At least 10 days have passed since symptoms first appeared.

### **Asymptomatic Team Members:**

- Asymptomatic team members with confirmed COVID-19 can return to work after:
  - At least 10 days have passed since the positive laboratory test and team members remain asymptomatic.
- Note, asymptomatic team members who test positive and later develop symptoms should follow the guidance for symptomatic team members above.
- Asymptomatic team members who have a known exposure to a person with COVID-19 without appropriate personal protective equipment (masks) can return to work after:
  - After they have completed all requirements in the DPH guidance for persons exposed to COVID-19 found at <https://dph.georgia.gov/contact>.
  - Quarantine for 14 days and not report to the office.
  - Of note, if team members tested for COVID-19 during the 14 day quarantine period, a negative test result would not change or decrease the time a person is monitored.

