



Work At Home Considerations

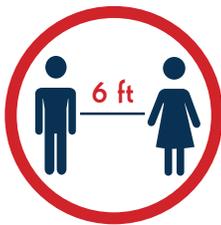
We currently have a temporary work-at-home policy for a significant portion of our employees. Employees whose job requires them to be on-site are encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools close. Flexible work policies will be developed as much as possible.

Infection Control Measures

LaForce, Inc. will implement the following work procedures to address employee safety.



Hand washing and use of hand sanitizers shall be encouraged.



Social distancing: including increasing the space between co-worker work areas and decreasing the possibility of contact by limiting large or close contact gatherings (current recommendation is 6 feet).



In-person meetings are discouraged.

Employee communication will be handled virtually wherever possible.



No visitors: (including suppliers and customers) except by appointment and by those approved by senior management.



Travel: International travel ban – business and personal. Domestic business travel bans: except for critical operations.



Identify and clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) routinely.



Work hours: Staggered shifts and work hours to minimize on-site human presence at a given time.



No deliveries: except those that support production activities or emergency building maintenance.

Covid-19 Exposure Protocol

- **Travelers from Level 2 & Level 3 Zones (as defined by the CDC):** Any employee returning from a CDC Level 2 or 3 zones (including layovers) must notify LaForce, Inc. via phone prior to returning to work. The employee must remain out of work for fourteen (14) calendar days (beginning from the date returned to the United States). The employee is permitted to work remotely, if their job duties allow.
- **Employees Directed to Quarantine by Federal, State & Local Authorities:** Employees who are directed to quarantine by federal, state or local authorities must remain out of work for the duration of the quarantine period. The employee is permitted to work remotely, if their job duties allow. The employee must provide LaForce, Inc. with written proof of the requirement to quarantine and must notify and gain approval from LaForce, Inc. prior to returning to work.
- **Other At-Risk Employees:** Employees who do not fit into the first two categories, but feel they are otherwise at risk for contracting COVID-19 must provide a written statement to LaForce, Inc. explaining the reason for their at-risk status. At-risk co-workers need not be exhibiting symptoms of the virus and include, but are not limited to, those who share a residence with, or have other close contact with a person who has been diagnosed with COVID-19, or exposed to COVID-19 and directed to quarantine by federal, state or local authorities. An employee who is designated as at-risk by LaForce, Inc. shall remain out of work for fourteen (14) calendar days. This out-of-work period may be extended upon the date of any positive diagnosis. The employee is permitted to work remotely, if their job duties allow.
- **Employees who are diagnosed with COVID-19:** Any employee who has been diagnosed with COVID-19 must remain out of work for fourteen (14) calendar days from the date of the positive diagnosis. The employee cannot return to work unless they have been cleared by both their personal physician and the LaForce, Inc. is notified of this clearance.

Procedure For Suspected Covid-19 Cases

- Step 1:** Any employee that has symptoms or may have been exposed to COVID-19 will be directed to leave the work area immediately. Manager will notify the Human Resources Department.
- Step 2:** LaForce, Inc. will contact the employee and complete a confidential incident report to identify other workers, customers, or members of the public that may have come in contact with the infected person.
- Step 3:** LaForce, Inc. will take the appropriate actions to protect and inform employees, customers and the public, which may include advising them to contact a medical professional regarding their symptoms.