

The background of the slide is a photograph of a large body of water, likely a lake or bay, with a wooden pier extending from the foreground into the water. The sky is overcast with grey and blue clouds, and a line of green trees is visible on the far shore. The overall tone is somewhat somber and reflective.

INTERNAL COVID 19 PREPAREDNESS PLAN

Preparedness Overview

Our goal is to implement a series of policies and procedures that promote the safety, health and wellbeing of all employees of Lemieux Wealth Strategies during the COVID 19 pandemic.

These procedures comply with Executive Order 20-48 and 20-80.

Please review this document in its entirety and ask any clarifying questions needed to ensure consistent adherence.

- We will be following federal, state and local government guidelines for this phased return.
- Employees in office must follow guidelines outlined in this COVID 19 Preparedness Plan document.
- For the health and safety of our whole team, new guidelines for use of public areas (kitchen, bathrooms and coffee area) have been instituted.
- Note that our offices are approved as Essential Function, as such there is no requirement for us to sacrifice effective operations.

Working in Office during COVID 19

New Procedures

Before you arrive:

Do not come to the office if you are sick.

Review and complete the **Screening Questionnaire** daily and maintain in a file to be reviewed by Andrea monthly. If you have questions or are experiencing symptoms, call Brian at (218) 330-6223 and discuss your work from home or paid sick leave options.

After you arrive:

If you begin experiencing symptoms on the Pre-Work Questionnaire while at work, you should remove yourself and work from home immediately until your quarantine period is over or you have received a negative COVID 19 test from your doctor.

Phase 3 Standards:

To comply with Executive Order 20-81. All employees must wear a mask and maintain the social distancing standard (6 feet) in public areas or when there are two or more people in any office room.

Clients – A mask is required with all client in-person interaction. Clients should be encouraged to meet via GoToMeeting or Phone. If they feel they must come in, they should be made aware that they must wear a mask to comply with the executive order and social distancing will be observed. At the time an appointment is made, during the reminder call and before the client is escorted back to the meeting room, each client must be given the **Screening Questionnaire**. **If they do not pass this questionnaire. They should be advised that they will need to reschedule when their quarantine period is over, or they have received a negative COVID-19 test from their doctor.**

New Procedures cont.

Office Changes:

- There will be a desk setup in the entryway where disposable masks and hand sanitizer will be available for those entering our office. If you notice either of these items are running low notify Brian or Jacki.
- We are installing plexiglass as appropriate to limit front desk exposure.
- All employees and clients are required to wear a mask unless working in their office alone
- We are providing hand sanitizer and face masks in public areas for those who need it.
- Our ventilation system as been reviewed to ensure optimal operation capacity per CDC guidelines
- Guests will be limited to seating area and mini- conference room.

If you have tested positive:

If you have tested positive for COVID-19 or have been in contact with someone who has tested positive for COVID-19, you must immediately notify Brian Lemieux of the possible exposure while at work. Your Equal Employment Opportunity rights will be respected and specific health information not relating to COVID-19 diagnosis kept private. Again, you must quarantine yourself for the state mandated amount of time or until you have received a negative test. You must complete a Pre-Work Questionnaire prior to returning to the office. Review your “Work From Home” or Sick Leave options with Brian

If you are high risk:

Let Brian know if you are “high risk” and accommodations will be provided. Further inquiries into your medical history will not be asked.

Screening Questionnaire

Have you experienced any of the following symptoms in the last 24 hours? (Y/N)

- Fever
- Shortness of Breath
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Are you ill or have you cared for someone who is ill in the last 24 hours?
- Have you had contact with anybody diagnosed with COVID-19 in the last 24 hours?
- Live in or visited a place where COVID 19 is spreading?
- Have you travelled out of state in the last 2 weeks?

Employees who have symptoms of an acute respiratory illness are recommended to notify Brian and stay home until they are free of fever (100.4) and any other symptoms for at least 24 hours, without the use of fever reducing, or other symptom reducing, medications.

Ten Days if Confirmed Positive for COVID-19

Employees who are well but have a sick family member should notify Brian

Date: / /

Signature: _____

Office Life

Here is what we need you to do:



Utilize your own personal coffee mug or paper products.
Clean Keurig after each use



Refrain from sharing food



No more than 2 people allowed in the kitchen area at a time.



Wipe down everything you touched in the kitchen after each use.



When you leave the bathroom, wipe down faucet handles sink, toilet seat/flush lever after each use



Wear a face mask in all publicly used areas (not necessary when alone in your office)



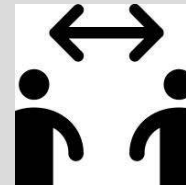
Wipe down frequent touch items daily



Complete screening questionnaire daily and maintain records.



Use intercom whenever possible.



Maintain social distancing of at 6 feet

Sanitation Checklist

- All Entry Door handles (Daily)
- Keurig handle (Daily & after each personal use)
- Front Desk Countertop (Daily)
- Seating area chairs (Daily)
- Water dispenser buttons (after each use)
- Bathroom Sink (after each use and daily)
- Toilet seat & flush lever (After each use)
- Bathroom door handles (After each use)
- Sweep/ Swiffer Bathroom Floor (weekly)
- Soap dispenser (Daily)
- Your desk (daily recommended)
- Reception area printer (Daily)
- Personal Desk Computer keypad and phone (Daily)
- Mini Conference room chairs, table, door handles (Daily)
- Trash (Weekly) - Use biweekly cleaning schedule as guide for all public areas

Utilize provided disinfectant wipes for "After each use and general surfaces. Utilize disinfectant spray for seating area chairs and doorknobs/handles.

Andrea and Randy will be responsible for sanitizing entry, seating area and conference room daily on a biweekly schedule in the morning prior to appointments. (Redtail schedule)

COVID-19 Preparedness Plan

We also ask
that you
follow CDC
guidelines
wherever you
are

- Wash your hands with soap and water frequently.
- Avoid touching your face.
- Sneeze or cough into a tissue or your elbow (tissues provided).
- Disinfect frequently used items and surfaces as much as possible
- Strongly consider using face coverings in public.

Should an Employee Become Ill

- If an employee is ill, they should go home immediately. They should discuss their work from home and paid leave options with Brian via phone (218)330-6223. They should notify their doctor of their symptoms and try to get tested for COVID-19.
- If they are positive for COVID-19, they must isolate themselves at home for the full duration of their illness according to CDC quarantine guidelines.
- All potential contacts of symptomatic workers should be identified and notified. If the original symptomatic employee test negative for COVID-19 they may return to work as soon as illness resolves

Your Rights (Part 1)

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ **PAID LEAVE ENTITLEMENTS**

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ **ELIGIBLE EMPLOYEES**

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

Your Rights (Part 2)

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd

