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Total Office Solutions, LLP COVID-19 Exposure Prevention, Preparedness, and Response Plan

Total Office Solutions, LLP and its subsidiaries, Move Solutions, Ltd., Furniture Solutions, Ltd., Corporate Source, Ltd. (hereafter TOS) takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, TOS must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout TOS. We have identified a team of employees to monitor the related guidance that U.S. Center for Disease Control and Prevention (“CDC”) continue to make available to all employees. This Plan is based on information available from the CDC at the time of its development and is subject to change based on further information provided by the CDC, county, city and other public officials where any TOS office has locations. TOS may also amend this Plan based on operational needs.

Responsibilities of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must always set a good example by following this Plan. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Responsibilities of Employees

TOS is asking every one of our employees to help with our prevention efforts while at work. In order to minimize the spread of COVID-19, everyone must play their part. As set forth below, TOS has instituted various housekeeping, social distancing, and other best practices in our work areas. All employees must follow these. In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have a specific question about this Plan or COVID-19, please ask your manager or supervisor.

CDC have provided the following control and preventative guidance for all workers regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Follow appropriate respiratory etiquette including covering for coughs and sneezes, cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid direct personal contact. Do not shake hands or hug other individuals.
- Avoid close contact with people who are sick regardless if their symptoms are COVID-19 related.
- Use and discard tissues appropriately in trashcans.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include but is not limited to, the following:

- Coughing
- Fever
- Shortness of breath or difficulty breathing

- Early symptoms such as fatigue, muscle or body aches, sore throat, headache, diarrhea, nausea/ vomiting, runny nose, and loss of taste or smell.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, DO NOT COME TO WORK and call your supervisor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, or is known COVID-19 positive, call your supervisor and healthcare professional right away.

Work Site Protective Measures

TOS has instituted the following protective measures in the offices, warehouses and on customer job sites:

A. General Safety Policies and Rules

- An assigned manager/employee will conduct temperature screenings within (10) feet of the entry of all employees before their shift starts. Any employees exhibiting a temperature of 100.4 degrees or higher will be sent home immediately. Management reserves the right to conduct temperature screenings throughout the day as necessary.
- Employees being sent home due to COVID-19 related symptoms is to inform their immediate manager from their phone outside the facilities if that manager is not physically present when symptoms are determined.
- Any employee/contractor/visitor showing symptoms of COVID-19 will be asked to leave and return home.
- Visitors and employees, who are not assigned to come into the facilities, must be approved for admittance by senior management before being allowed into the building. Visitors should be kept to essential business only. Visitor temperatures will be checked and any visitors exhibiting a temperature of 100.4 or higher will not be allowed admittance. All in-person meetings should be limited. To the extent possible, meetings should be conducted via telephone or remote means.
- Employees must avoid physical contact with others and shall direct others to increase personal space to a minimum of six (6) feet, where possible. If closer contact is necessary, employees should wear protective facial coverings over their nose and mouth.
- Employees are encouraged to stagger breaks and lunches and should practice social distancing when in community areas such as break rooms. Employees are required to clean up these areas after using them.
- At no time should more than 10 (ten) employees congregate in any one area and six (6) feet of social distancing should be maintained during those times. If this is not possible, all employees must wear a facial covering that covers the nose and mouth.
- Employees should not utilize any workstation other than their assigned workspace. Each employee has been provided with a work area that allows for six (6) feet of social distancing. Employees should not use another employee's telephone, keyboard, mouse, or any other items at their workstation. To the extent that a work area must be shared, TOS will provide alcohol-based cleaner to clean the area before and after use. It is the employee's responsibility to clean these areas before and after use.
- Employees are encouraged to use email, Zoom conferencing, and company-provided cell phones for communicating with other employees within the office and communicate via telephone extension instead of in person whenever possible even if you are in the same facility.
- Any employee is required to inform your immediate supervisor if you travel by air, by public transportation, outside of the country, attend a family or neighborhood function that does not use separation or causes you COVID-19 concern of any kind.

- If you work within the office you are not allowed to go to a sit down restaurant at this time. If you do, please go home afterwards and either quarantine for fourteen days or wait three days then get an antibody test. If the test is negative you may return to work. There are no exceptions to this policy. This is obviously an honor system policy.
- If you go to a client's office, please schedule that for the later part of the day, if possible, then work from home the remainder of the day; using COVID cleaning of yourself, your clothes
- If you work from home or the office, you are expected to be adhering to the CDC recommended COVID prevention practices re separation, hand and body washing, use of PPE materials such as masks, gloves, etc. What you do at home is what you bring to the office.
- The facility is being cleaned per CDC recommended guidelines as well as disinfectant wipes and/or sprays are available for anytime use in common areas in each office.

B. *Personal Protective Equipment and Workspace (workstation or office) Controls*

- Masks have been provided for all employees. Employees may not take masks for personal use outside of work. Employees must request masks as needed from their supervisor.
- Employees must wear a mask when entering/exiting the facilities, any time you are away from their workspace, and when another employee enters their workspace. The only time you are not required to wear a mask is sitting in your workspace alone.
- Gloves have been provided for employees who wish to wear gloves while working. Employees may not take gloves for personal use outside of work. Employees must request gloves as needed from their supervisor. Employees wearing gloves should be trained on proper use of gloves to prevent cross contamination of surfaces.
- All employees are encouraged to clean their personal workstations daily with the alcohol-based cleaner provided.
- If you work within the office you are to wipe all work materials before you hand them off to the next person.
- If you work within the office you are allowed to leave at lunch and bring that lunch back to the office. You are expected to use drive through if possible, wipe all containers, packaging, etc. You are expected to sit with COVID separation while eating. You are not allowed to have food delivered to the office.

C. *Visitors within Showrooms*

- If you have a client in the showroom, that client must wear a mask. You must notify the prevention team assigned employee in advance. If the client is a walk in, you must notify the prevention team assigned employee immediately.
- All clients in any facility must be accompanied by a salesperson. If any of these client requirements are unacceptable to a client; ask them to please leave.
- If a client buys something, wants to use their credit card, allow them to place the card in the reader, retrieve it from the reader.
- If a client touches a surface, that surface must be cleaned when they leave.

D. Company vehicles, equipment and materials

- Company trucks and vans are being sanitized after each use with CDC-approved cleaners.
- Equipment is being sanitized after each use with CDC-approved cleaners. Where possible, equipment is being set aside after use for 24 hours for additional measures.
- Materials that are typically reused on jobsites are being recycled and new materials are distributed per jobsite to minimize potential surface exposure.

Office Cleaning and Disinfecting

TOS has instituted regular housekeeping practices, which include cleaning and disinfecting common use areas. Employees should do the same in their assigned work areas and after using common use areas.

- TOS will clean areas using a CDC approved disinfectant of the office where a confirmed-positive individual may have contacted and will do so before employees can access that workspace again.
- All offices are being cleaned daily by assigned employees.

Work Site Exposure Situations

A. Employee Exhibits COVID-19 Symptoms

- If an employee exhibits COVID-19 symptom, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever reducing medications or other symptom-altering medications. TOS will similarly require an employee who reports to work with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.
- Furthermore, that employee will be required to complete either COVID-19 test with a negative result or antibody test with results showing the employee is no longer infected.

B. Employee Tests Positive for COVID-19

- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Employees who test positive and are directed to care for themselves at home may return to work when:
 - At least 72 hours (3 full days) have passed since recovery and
 - At least seven (7) days have passed since symptoms first appeared.
- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. TOS will require an employee provide documentation clearing his or her return to work.

C. Employee Has Close Contact with an Individual Who has Tested Positive for COVID-19

- Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period.
- If TOS learns that an employee has tested positive, TOS will conduct an investigation to determine co-workers who may have had close contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, employee will be allowed to work remotely during the self-quarantine period.

- If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual. If applicable, employee will be allowed to work remotely during the self-quarantine period.
- Furthermore, that employee will be required to complete either COVID-19 test with a negative result or antibody test with results showing the employee is no longer infected.

Compensation for Quarantined Employees

TOS will comply with the **Families First Coronavirus Response Act (FFCRA or Act)** in relation to paid sick leave, expanded family and medical leave for specified reasons related to COVID-19. The provisions of the Act apply from April 1, 2020 through December 31, 2020.

Confidentiality/ Privacy

Except for circumstances which TOS is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and the limit the potential for transmission to others. TOS reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employee might have been exposed to the disease so the employees may take measures to protect their own health.

Additional Provisions

Given the fast-developing nature of the COVID-19 outbreak, TOS may modify this Plan on a case by case basis.