



## CORONAVIRUS (COVID-19) COMPANY POLICY – REVISION 09/01/20

### PURPOSE

This company policy outlines the measures Agora Environmental is actively taking to mitigate the spread of coronavirus. Agora Environmental employees are kindly requested to follow all these rules diligently, and to sustain a healthy and safe workplace in this unique environment. It is important that all Agora Environmental staff act responsibly and transparently to address these health precautions. Agora Environmental will always treat our staff's private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is subject to change with the introduction of additional guidelines issued by both the Federal government and/or the North Carolina Department of Health and Human Services (NC DHHS).

### SCOPE

**Since Agora Environmental employs less than 10 staff members, the State of North Carolina's prohibitions for "large gatherings or groups" do not apply. Until a reliable COVID-19 vaccine is developed and distributed or until future notice, each Agora Environmental employee is provided the option to either work in the office or remotely off-site (e.g., at home) on a daily basis.**

This coronavirus policy applies to all Agora Environmental employees who physically work in our office. All remote working personnel are required to read through this action plan as well, to ensure Agora Environmental collectively and uniformly responds to this challenge on a consistent basis.

### ELEMENTS

In this section, Agora Environmental outlines the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

#### Sick Leave Arrangements

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- **If you have a positive COVID-19 diagnosis, you can return to the office only after (a) a minimum of 14 calendar days have passed and (b) once you've fully recovered, with a laboratory test confirming your recovery (i.e., a negative COVID-19 test result).**

#### Work from Home (WFH) Requests

- If you are feeling ill, but you are able to work, you are to work from home.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are to work from home for seven (7) calendar days. You will also be asked not to come into physical contact with any co-workers during this seven (7) calendar day period.
- If you are a parent and you have to stay at home with your children, you may work from home.
- If you need to provide care to a family member infected by COVID-19, you are to work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a laboratory test result confirming that you don't have the virus. You will also be asked not to come into physical contact with any co-workers during this 14 calendar day period.

### Traveling Measures

- Due to the nature of our work, where on-site in-person work at plants is often required, all work trips and events – both domestic and international – are permitted.
- **Consistent with current CDC guidance, if you have recently returned from an area(s) with a high number of COVID-19 cases or that is considered a COVID-19 “hot spot” (based on the current CDC announcements), or from out of the state or country, whether it is personal, vacation, or work-related, you may only return to work if you are fully asymptomatic. If you are not fully asymptomatic, you must work from home for a minimum period of 14 calendar days. You will also be asked not to come into physical contact with any co-workers during this 14 calendar day period if you are not fully asymptomatic.**
- Meetings should be done virtually where possible (e.g., via Zoom, Microsoft Teams, or conference call), especially with non-company parties.

**In the event that an Agora Environmental client requires a recent COVID virus and/or antibody test result prior to being allowed on-site at a given facility, we can provide this information if we are given at least a 10-day advance notice of this requirement.**

### General Hygiene Rules

- Hand sanitizer and masks are provided in the lobby of Agora Environmental. You are required to use the hand sanitizer upon entering the office at the beginning of each workday. You are also required to wear a mask when going to and from the restroom, when having a conversation with a co-worker, and when you are visiting a co-worker’s office. You are not required to wear a mask if you are in an office with no other co-workers present.
- A minimum social distance of at least six (6) feet shall be implemented, where possible, when working with or talking to a co-worker(s).
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands. Follow the 20-second hand washing rule.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, and particularly your eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as working from home or requesting sick leave).
- Wipe down common area surfaces after each use, such as the printer, copier/scanner, microwave, coffee machine, fridge, and office supply cabinet.
- Regularly clean your workspace, with an emphasis on door handles, phones, keyboard, mouse, desk, chairs, and office supplies.

### **FOLLOW THE THREE Ws – WEAR, WAIT, WASH**

To proactively minimize the risk of COVID-19 exposure and spread, employees are required to follow the three Ws: **WEAR** a cloth face covering, **WAIT** six (6) feet apart from others, and **WASH** your hands often or use hand sanitizer.

