



PANDEMIC REOPENING PLAN

The **Herbein Pandemic Reopening Plan** is a framework for reopening our offices following the coronavirus (COVID-19) pandemic. Our phased approach is tailored to each office location and is based on recommendations from Pennsylvania Governor Tom Wolf, New Jersey Governor Phil Murphy and state departments of health. **The guiding principles of this plan are the safety and comfort level of Herbein team members and our clients.** As always, we're in this together.

RED PHASE

- Offices closed
- All team members working with remote access/working from home
- Clients must communicate via email or direct cell phone

YELLOW PHASE

- Offices open to team members and essential vendors only, front doors remain locked
- In-person office meetings are available for services that can't be completed by curbside service. These appointments are limited – contact your Herbein team member to schedule.
- Office-based staff rotation/attendance plan to be followed (see individual office plan)
- Team members encouraged to work remotely (note: there are team members whose job responsibilities require in-office presence)
- Team member air travel discouraged but will be considered by office leaders
- Team member attendance at client locations considered on a case-by-case basis by office leaders
- Communal areas (bathrooms, kitchens, conference rooms, etc.) restricted based on posted guidance
- Team members must follow traffic flow as indicated in common walkways, etc.
- Protective masks will be provided and are required for all team members to wear when walking throughout the building; when seated at your work station your mask may be removed
- Self-reporting strongly encouraged to HR if a team member has any concerns about possible exposure, or experiences any known COVID-19 symptoms
- Team member attendance at external corporate events may be approved, in accordance with applicable state guidelines
- Limit face-to-face meetings where possible using Zoom and Teams
- Offices deep sanitized; hand sanitizer available throughout all offices (provided product is commercially available), including dedicated hand hygiene stations in kitchens and bathrooms

GREEN PHASE

- Offices open to team members and clients
- Return to traditional attendance policies, with remote working situations considered on a case-by-case basis
- Continue practicing safe hygiene regimens
- Minimize large gatherings

KEY

Allentown, Pottstown, Reading

Marlton, Spring House

Allison Park, Greensburg, Pittsburgh

CONTINUE TO FOLLOW GUIDELINES FROM CDC & STATE DEPARTMENTS OF HEALTH

- Mandatory 14-day quarantine for any team member with a confirmed case or living with someone with a confirmed case of COVID-19.
- Protocol plan in place for a team member illness includes full office closure for 2 days, commercial sanitation, and self quarantine rules per Herbein exposure guidelines.
- Updated: June 26, 2020