



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
- In-person office meetings are available for services. These appointments are limited – contact your Herbein team member to schedule.
- Team members permitted 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
- 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

KEY

Allentown, Pottstown, Reading

Marlton, Spring House

Allison Park, Greensburg, Pittsburgh

CONTINUE TO FOLLOW GUIDELINES FROM CDC & STATE DEPARTMENTS OF HEALTH

- Mandatory 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: May 24, 2021**