



## **Covid-19 Task Force Information and Resources for Employees**

*(revised 12/22/20)*

### **CURRENT PHASE GUIDELINES OVERVIEW**

- Most employees will continue to work remotely unless required to be in-office at the request of their supervisor.
- A limited number of employees are currently working in the South Campus and Lambuth Campus call centers.
- Physical distancing of at least 6 feet between individuals remains in place in all office spaces. This includes the interior of buildings and outside.
- Face masks are required in all indoor office spaces.
- All those in office must abide by UMR Ventures, Inc. social distancing and mask protocols, including any contractors or visitors (refer to pages 3-4).
- No events or gatherings may be held in office unless approved in writing by a member of the Covid-19 Task Force (refer to page 7).
- The protocols in place across the various divisions include specific density limits in all workspaces and building areas, monitoring, and reporting symptoms of illness and related safety precautions (refer to pages 2-5).

### **GUIDING PRINCIPLES**

*UMRF Ventures, Inc. guidelines and protocols for responding to the COVID-19 pandemic will be rooted in safety for our employees\*, customers, vendors and for the greater Memphis and Jackson, TN communities while we continue the company's mission. Protecting the health of the UMR Ventures family will require a long-term effort and commitment, cooperation, teamwork, understanding and flexibility - values that our Company has shown in a multitude of ways this year. As knowledge and understanding of the COVID-19 virus continues to evolve, UMR Ventures is committed to doing its part to reduce community spread. Although 100% safety can never be ensured, UMR Ventures is taking necessary measures to maintain a safe environment consistent with guidance from the [Center for Disease Control](#), the University of Memphis Administration as well as federal, state and local authorities. This plan is just one of many measures being implemented to meet that commitment.*

*\*Any reference to "employees" throughout this document includes salaried staff, full time hourly employees, part-time hourly employees, temporary employees, or interns.*



## **UMRF VENTURES' PLANS FOR CONTINUING OPERATIONS AND INCREASING THE PRESENCE OF EMPLOYEES IN OFFICE WILL BE GUIDED BY THE FOLLOWING CRITERIA:**

- The intentional effort by all employees to exercise both personal and community responsibility and create a culture that sustains a healthy and safe in-office environment.
- Existing and future federal, state, and local restrictions and recommendations.
- Protocol set forth by the University of Memphis and its Covid-19 Plan.
- UMRF Ventures Case Management Procedures detailed on Page 4.
- A commitment to exercising appropriate financial stewardship of company dollars.
- The number and rate of COVID-19 cases company wide.
- Alignment with UMRF Ventures' strategic framework that the escalation of in-office activities will support primary mission of objectives of the company.

## **WORKPLACE EXPECTATIONS AND GUIDELINES**

### ***Symptom Monitoring***

Employees reporting to the office are required to conduct symptom monitoring and check their temperature every day before reporting to work. Symptom monitoring currently includes the following:

- Fever or chills (repeated shaking with chills)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI symptoms (nausea, vomiting and/or diarrhea)

Anyone experiencing a temperature of 100.4 degrees (F) or higher or who has any of the above symptoms must stay home and NOT report to work. Employees should immediately contact their health care providers and then notify their supervisors of the needed absence. Supervisors should notify their direct report immediately.

Your safety and that of your fellow employees is UMRF Ventures' top priority. If an employee is scheduled to work and is experiencing a temperature of 100.4 degrees (F) or higher or is experiencing any of the symptoms above yet fails to notify their immediate supervisor and/or reports to work is in violation of UMRF Ventures policy and is subject to disciplinary action up to and including termination.



### ***Self-Reporting***

Employees who test positive for COVID-19, are being tested due to symptoms suggestive of COVID-19, or who have had close contact with an individual confirmed to have COVID-19 must NOT report to work and must immediately notify their supervisor according UMRF Ventures Case Management Procedures detailed on Page 4.

Your safety and that of your fellow employees is UMRF Ventures' top priority. Employees who test positive for COVID-19, are being tested due to symptoms suggestive of COVID-19, who have had close contact with an individual confirmed to have COVID-19 and fail to notify their immediate supervisor and/or report to work are in violation of UMRF Ventures policy and subject to disciplinary action up to and including termination.

### ***Face Masks/Coverings***

All employees must wear face masks/coverings (disposable or reusable cloth masks) while in-office. Trainers who are delivering in-office instruction may remove their face mask/covering to train, provided they are located within a delineated area that is no less than 10 feet from trainees. If social/physical distancing is possible, individuals working in office that do not otherwise require face masks/coverings may remove their face masks/coverings while in such space. Employees may bring their own masks/face coverings. Cloth face masks/coverings must only be worn for one day at a time and must be properly laundered before use again. Disposable masks may be worn for one day and then discarded. For more information about wearing, making and maintenance of cloth face coverings, visit the [CDC website](#).

Employees who have a medical condition that prevents them from wearing a face mask/covering should contact a member of the UMRF Ventures Covid-19 Task Force listed on Page 6.

### ***Social/Physical Distancing***

Maintaining space of at least six feet (about two arms' length) between individuals is one of the best tools to avoid being exposed to the COVID-19 virus, and it is required of everyone while in office. Social/physical distancing is important for everyone, but especially to help protect people who are at higher (vulnerable) risk of contracting COVID-19. The following are some general guidelines related to social/physical distancing.

- *Meetings:* Employees should communicate with colleagues and supervisors by email, instant message, telephone, or other available technology rather than face-to-face. In-person meetings should only take place if necessary, and as approved by department heads, provided proper protocols (distancing of six feet apart and wearing of face masks/ coverings) are followed. Phone/video conferencing should remain the primary mode for meetings whenever possible.
- *Groups/Gatherings:* Gatherings of individuals for non-work-related meetings in a manner that makes social distancing difficult must occur only in compliance with federal, state, and local requirements. Groups/ gatherings should never exceed 50% of a room's capacity, assuming individuals can still maintain six feet of separation for social/ physical distancing requirements.



- *Restrooms:* Restroom occupancy should be limited based on size to ensure at least six feet of distance between individuals. Hands must be thoroughly washed before leaving the restroom to reduce the potential transmission of the virus.

## **CASE MANAGEMENT PROCEDURES**

### ***Employee experiencing COVID-19 -related symptoms (in office):***

- Your safety and that of your fellow employees is UMRF Ventures' top priority. If an employee is scheduled to work and is experiencing a temperature of 100.4 degrees (F) or higher or is experiencing any of the symptoms above yet fails to notify their immediate supervisor and/or reports to work is in violation of UMRF Ventures policy and is subject to disciplinary action up to and including termination.
- If you are in office and you are experiencing any Covid-19 related symptoms, immediately report symptoms to supervisor, clock out of work and leave the premises.
  - Supervisor immediately reports the case to company leadership and begins contract tracing following the 6-15-48 Rule: UMRF Ventures will identify others who worked within 6 feet of the employee, for 15 minutes or more, within the 48 hours prior to the individual showing symptoms.
- Employee must seek medical diagnosis immediately and report results to supervisor
  - Employee must provide a copy of negative COVID test to return to work
  - If employee tests positive, follow positive test procedure listed in below
    - If an infected employee is unable to work, employee can request Emergency Paid Sick Leave according to the Families First COVID Response Act ([FFCRA](#)).

### ***Employee is COVID-19 positive within the timeframe of the 6-15-48 rule (in office):***

- Your safety and that of your fellow employees is UMRF Ventures' top priority. Employees who test positive for COVID-19, are being tested due to symptoms suggestive of COVID-19, who have had close contact with an individual confirmed to have COVID-19 and fail to notify their immediate supervisor and/or report to work are in violation of UMRF Ventures policy and subject to disciplinary action up to and including termination.
- If you receive a positive test result within the 6-15-48 timeframe while you are in office, immediately report test results to your supervisor, clock out of work, leave the premises immediately and quarantine for 14 days or until cleared to [return to work according to the most recent CDC Guidelines](#).
  - Supervisor immediately reports the case to company leadership and immediately begins contract tracing following the 6-15-48 Rule: UMRF Ventures will identify others who worked within 6 feet of the employee, for 15 minutes or more, within the 48 hours prior to the individual showing symptoms.
  - Supervisor immediately notifies affected on-site teams of positive the case, evacuates the office and director arranges office shut down, contacts the University's physical



plant team for sanitization, and informs the necessary University department of positive test. The UMR Ventures Managing Director must also notify UMR Ventures' primary contact of the venture (customer).

- Employees in contact with an infected employee must also quarantine and seek a medical diagnosis before returning to work.
- These employees will also be given devices to work from home while affected location is closed for cleaning until cleared to return to work according to the most recent CDC Guidelines.

***Employee experiencing COVID-related symptoms (working from home):***

- If you are working from home and you are experiencing any Covid-19 related symptoms, immediately report symptoms to supervisor.
- Employee must seek medical diagnosis immediately and report results to supervisor.
  - If the employee refuses to seek a medical diagnosis, they can continue to work but will not qualify for paid leave Emergency Paid Sick Leave according to the Families First COVID Response Act (FFCRA).
  - If employee tests positive and is unable to work, employee can request (refer to leadership or employee handbook) Emergency Paid Sick Leave according to the Families First COVID Response Act (FFCRA).
  - If employee tests negative yet is unable to work, they will be expected to follow the "sick leave" policy as outlined in the UMRF Employee Handbook.

***Employee is COVID positive (working from home):***

- If employee tests positive for the Covid-19 virus while working from home, immediately report test results to your supervisor.
  - Supervisor immediately reports the case to company leadership.
  - If employee is unable to work from home due to the Covid-19 virus, employee can request Emergency Paid Sick Leave according to the Families First COVID Response Act ([FFCRA](#)).
  - Prior to returning to in-office work, employee must quarantine for 14 days or until cleared to [return to work according to the most recent CDC Guidelines](#).

***Employee is sick/experiencing non COVID-related symptoms:***

- Follow "sick leave" policy as outlined in the UMRF Employee Handbook
- Given option to work from home if resources allow (leadership discretion)



## **BUILDING ACCESS CLEANING AND DISINFECTION**

### ***Building Access***

Entry to buildings will be regulated and monitored as necessary. As employees enter or exit a building or office, they may not hold or prop open doors for any other person. Appropriate signage and visual markers will be available inside the office and will assist occupants with locating primary entry and exit points. After entering a building, employees and visitors should complete the UMRF Ventures Covid-19 Symptom Questionnaire Form, hands should be sanitized at the nearest sanitizer station, displayed signage should be obeyed and all social/physical distancing guidelines outlined in this plan followed.

### ***Physical Plant Responsibilities***

University Building Services staff at both the main campus and Lambuth campus will continue cleaning offices and workplaces based on CDC guidelines and protocols for disinfection. Physical Plant will also maintain hand sanitizer stations at major building entrances, elevator stops and high traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to the reopening of buildings. Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons, etc.). Increased cleaning will be performed in restrooms in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators. If an individual in a building tests positive for COVID-19, the immediate space(s) occupied by the person who tested positive will be deep-cleaned based on CDC protocols and will be re-opened once sanitized.

### ***UMRF Ventures' Responsibilities***

UMRF Ventures' agents and employees should wipe down commonly used surfaces before and after use with products provided by the company. This includes any private workspace or shared-space location or equipment (copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, tables, light switches, doorknobs, handles, etc.). Using a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol is also effective after contacting commonly used surfaces. Keith Sisson <ksisson@umrfventures.com>

## **RETURN TO WORK**

UMRF Ventures will employ a gradual return to in-office work, informed by the latest guidance from federal, state and local officials and public health authorities. At each phase, new populations may be cleared to return to the office. These efforts will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of employees and our office community. Employees returning to the office must comply with all workplace expectations and guidelines and may only return to the office if they are specifically cleared to return, on a continuous or intermittent basis, by their supervisor or department leadership.



## UMRF VENTURES INC. COVID-19 TASK FORCE MEMBERS

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