



## COVID-19 Task Force Information and Resources for Employees

(Revised 8/22/22)

### CURRENT PHASE GUIDELINES OVERVIEW

- Salaried staff are required to report to the office each Tuesday, Wednesday, and Thursday. Masks are recommended only if a person is considered at high risk of severe illness.
- All employees are required to report to the office in accordance with the schedules posted by the supervisor.
- Regardless of vaccination status, employees should isolate from others when they have COVID-19. Employees should also isolate if they are sick and suspect they have COVID-19 but do not yet have test results.

### GUIDING PRINCIPLES

*UMRF Ventures, Inc.'s 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 community while we continue the company's mission. Protecting the health of the UMR Ventures community 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.
- UMR Ventures Case Management Procedures detailed on Pages 3 & 4.



- A commitment to exercising appropriate financial stewardship of company dollars.
- The number and rate of COVID-19 cases company-wide.
- Alignment with UMR 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 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 are UMR 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 UMR Ventures policy and is subject to disciplinary action up to and including termination.

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

Employees who test positive for COVID-19 or are being tested due to symptoms suggestive of COVID-19 must NOT report to work and must immediately notify their supervisor according to UMR Ventures Case Management Procedures detailed on Pages 3 & 4.

Your safety and that of your fellow employees are UMR Ventures' top priority. Employees who test positive for COVID-19 or are being tested due to symptoms suggestive of COVID-19 and fail to notify their immediate supervisor and/or report to work are in violation of UMR Ventures policy and subject to disciplinary action up to and including termination.



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

Masks are recommended only if a person is considered at high risk of severe illness. For more information about wearing, making, and maintenance of 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 UMR Ventures COVID-19 Task Force listed on Page 5.

## **CASE MANAGEMENT PROCEDURES**

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

- Your safety and that of your fellow employees is UMR 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 UMR Ventures policy and is subject to disciplinary action up to and including termination.
- If you are in the office and you are experiencing any COVID-19-related symptoms, immediately report symptoms to the supervisor, clock out of work, and leave the premises.
  - Supervisor immediately reports the case to company leadership
- Employee must seek medical diagnosis immediately and report results to supervisor
  - Employees who test negative can end isolation
  - Employee must provide a copy of negative COVID test to return to work
- If you receive a positive test result, immediately report test results to your supervisor, clock out of work, leave the premises immediately and isolate until cleared to [return to work according to the most recent CDC Guidelines](#).
  - Supervisor immediately reports the positive case to company leadership
  - Supervisor immediately notifies affected on-site teams of the positive case
    - Infected employees may be given devices to work from home during their isolation period

### ***Employee is COVID positive (in office):***

- Your safety and that of your fellow employees is UMR Ventures' top priority. Employees who test positive for COVID-19 or are being tested due to symptoms suggestive of COVID-19 and fail to notify their immediate supervisor and/or report to work are in violation of UMR Ventures policy and subject to disciplinary action up to and including termination.
- If you receive a positive test result, immediately report test results to your supervisor, clock out of work, leave the premises immediately and isolate until cleared to [return to work according to the most recent CDC Guidelines](#).



- Supervisor immediately reports the positive case to company leadership
- Supervisor immediately notifies affected on-site teams of the positive case
  - Infected employees may be given devices to work from home during their isolation period

***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 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
  - Prior to returning to in-office work, employee must isolate until cleared to [return to work according to the most recent CDC Guidelines](#).

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

- Follow the Sick Leave policy as outlined in the UMRF Employee Handbook
- May be given the 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.

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

University Building Services staff 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.

### ***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.

## **RETURN TO WORK**

UMRF Ventures has employed a gradual return to in-office work, informed by the latest guidance from federal, state, and local officials and public health authorities. Phase 4 is currently enacted as salaried employees are required to report to the office each Tuesday, Wednesday, and Thursday. All employees are required to report to the office in accordance with the schedules posted by the supervisor. 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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