

RETURN TO WORK ROAD MAP

A GUIDE FOR SAFELY RETURNING TO THE WORKPLACE DURING COVID-19





Introduction & Background	3
About This Guide	4
Planning a Phased Return.....	5
Protecting Our Workers	7
How Workers Can Protect Themselves.....	8
Face Masks & Coverings	9
Temperature & Wellness Checks	10
What Happens if an Employee Becomes Symptomatic at Work?.....	12
The Office Environment	13
Guidelines for Being in the Office	14
Sanitizing Stations	15
Use of Public Office Areas.....	16
Warehouse & Project Sites	17
Warehouse & Fabrication Areas	18
Project Sites.....	19
Travel & Transportation	20
Appendix	22
Appendix A How to Make a Mask	23
Appendix B Testing Fabric for Face Masks & Coverings	25
Appendix C Where to Purchase Face Mask Supplies.....	26
Appendix D Proper Usage, Storage & Maintenance of Masks.....	27
Appendix E Doffing (Removing) Disposable Gloves	28
Appendix F Temperature & Wellness Checks.....	29
Appendix G Local Sourcing of PPE & Cleaning Supplies	30
Appendix H Confidentiality Agreement	31
Appendix I PeopleTeam Partners	34
Appendix J Workplace Signs.....	35
Sample Cleaning Schedule	43



RETURN TO WORK ROAD MAP

INTRODUCTION & BACKGROUND

ABOUT THIS GUIDE

As states begin to end their stay at home orders, our workforce will begin to return to the office. The following plan will outline procedures to **keep our employees safe** during the ongoing global pandemic.

We will **follow the guidance** of the CDC, WHO and OSHA in maintaining our workspaces.

This guidance applies to all Diversified facilities. In cases where projects, cities or states rules and regulations apply, employees shall adhere to those more stringent polices.

Each office will assign an employee(s) to work with the Safety team to oversee the logistics management of Personal Protective Equipment (PPE) and sanitizing supplies. **The procurement of PPE supplies and resources is critical for the repopulation of our offices** and must be on hand to support the number of employees within them.

Offices will not be allowed to be populated if they cannot properly sanitize the workspace and protect their employees.

The following guide requires each office to designate employees for certain tasks. Each office will be required to submit the names of those people to the Safety team at safety@diversifiedus.com.



[Appendix G](#) is a list of local resource guides for procuring masks, gloves, disinfectant and other required items.

Supplies need to be shared among offices and will be tracked via Microsoft Teams.



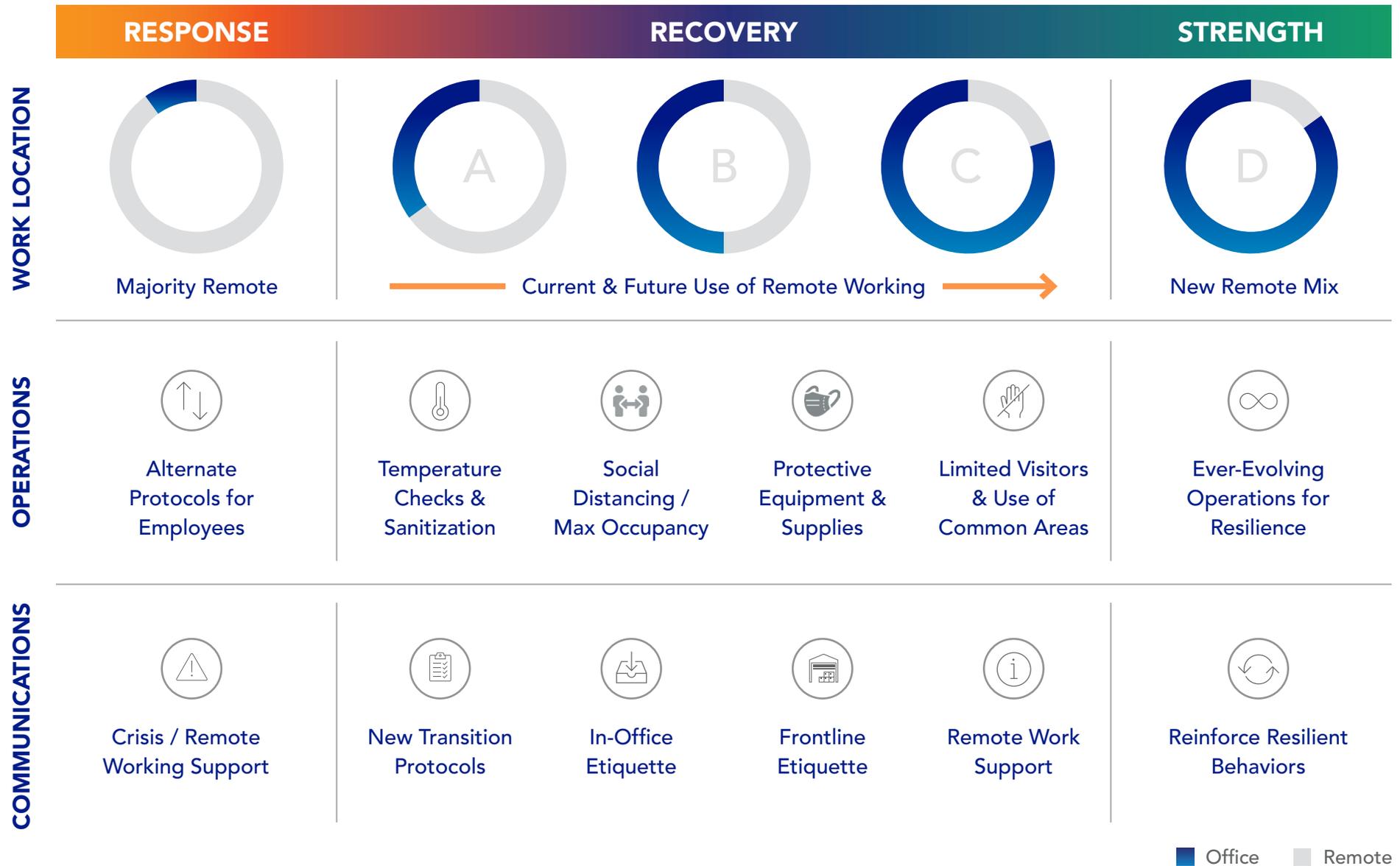
Diversified Social Responsibility

Diversified is a leading global technology solutions provider, delivering a comprehensive suite of solutions that enables a digital future—connecting people, technology and experiences where and when it matters most.

The COVID-19 pandemic is an unprecedented global situation that has presented many challenges for all of us. As a global organization, Diversified is actively monitoring guidance and information released from the Centers for Disease Control (CDC) and World Health Organization (WHO), among many others, every day. We have also established response teams that meet daily to address the ever-changing nature of the effects the virus has on our world.

During this time, Diversified's top priority is maintaining a safe and healthy team, and we are committed to working through these challenges together. Everyone has a responsibility to help stem the spread of the virus and keep themselves and their colleagues out of harm's way.

We have put together the following guidance on our staff returning to work at our offices.



■ Office ■ Remote



Phased Return FAQ

How will Diversified ensure the health and safety of employees who are returning to the office?

We have been following state and local government as well as CDC requirements for a phased approach to returning workers to the workplace. We believe all the actions and precautions that we have taken (outlined in this document) will help us to reduce the risk of exposure to COVID-19 to an acceptable minimum.

What can I expect when I come back?

When you return to the office, expect to complete a temperature and wellness check before entering the building. Seating arrangements may have changed to accommodate six-foot social distancing and we ask that you enter the building wearing your mask.

What will be different?

Buildings will be limited to specific entrance(s) to handle the temperature/wellness checks and common areas will have new capacity limits. Everyone will be wearing masks when in common areas.

What can I do to prepare before I get there?

Check with your manager to determine if your desk space will need to be relocated and make sure you have a mask available. Verify which entrance(s) will be used for the building. Each office has prepared maps to illustrate the changes made for you to reference prior to returning.

What if I don't feel comfortable or notice a potential issue?

Talk to your supervisor about your concerns. You may also reach out to your local PeopleTeam Business Partner or the Safety team. Report safety concerns to management and the Safety team.

What if someone is not wearing a mask?

Everyone is expected to wear a mask coming into the building, in common areas and where six-foot social distancing cannot be maintained. Find out why the individual is not wearing a mask. The reason will change the response but ultimately, we are concerned about the health and safety of everyone in our buildings. If not for ourselves, we need to wear a mask in respect for others.

Since this is required, do I submit an expense for the purchase of a mask/face covering?

No, office employees are expected to provide their own. Masks will only be provided for frontline workers who are on customer sites and in our warehouses and fabrication shops.

Do I have to wear a mask in my cubicle?

Only if six-foot social distancing cannot be maintained. Our Safety team ensured that for the first group of employees returning to the office, we will not have scenarios where six-foot social distancing cannot be maintained in cubicles.

A Employees with job duties that require them to work from the office, shop or warehouse or on a client site.

B Employees who have been remote during COVID-19 but are more productive working in the office or on client sites.

C Employees who can work from home with same level of efficiency as if in the office.

D Employees classified as vulnerable per Federal definition or employees with FMLA needs.



RETURN TO WORK ROAD MAP

PROTECTING OUR WORKERS



Personal Protective Equipment (PPE) & Social Distancing

All Diversified employees are required to wear a mask/face covering while on Diversified property in open areas including, but not limited to, hallways, walkways, break rooms, restrooms and reception areas. All employees working on project sites will be required to wear a face mask/covering as well. Diversified has purchased masks for their technicians to use while on-site a project or in a Diversified warehouse. Office employees are encouraged to provide their own. Refer to the [Face Mask & Coverings](#) guidelines.

Employees working in cubicles must maintain six feet of distance from each other at all times. Cubicles may need to be rearranged or reassigned to accomplish this. If the six foot space cannot be maintained due to feasibility or temporary issues, a mask must be worn until these social distancing requirements can be maintained.

Gloves can be used to limit contact with dirty or contaminated surfaces. Ensure that when using disposable gloves, they are thrown away in the trash. Be mindful of cross-contamination. Gloves should be used for one task and then disinfected or disposed. See Doffing Guidelines in [Appendix E](#) for more detailed instructions.

Glasses can be worn to prevent workers from touching their eyes.

General Best Practices

- Regularly wash your hands. See Best Practices for Hand Washing.
- Use at least 60% alcohol-based hand sanitizer if hand washing is not feasible.
- Do not touch your face especially eyes, nose and mouth.
- Practice social distancing by keeping a minimum of 6 feet apart.
- If you have to sneeze or cough, do so in a tissue and then dispose of it properly. If tissue is unavailable, sneeze or cough into your elbow, not in your hands.

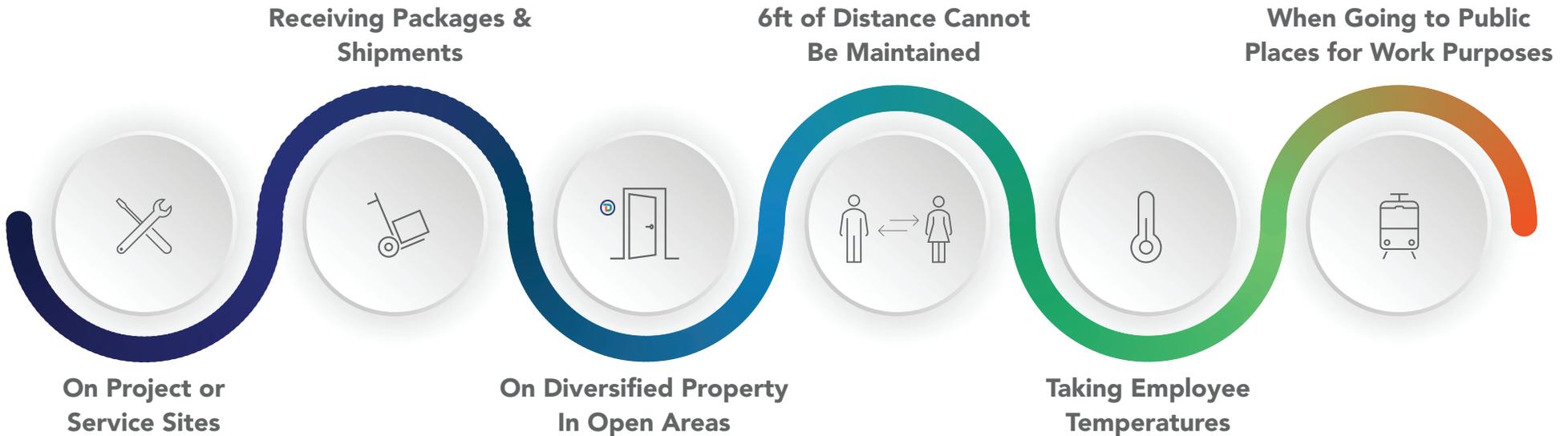


Best Practices for Hand Washing

1. Wet your hands with clean running water, turn off water and apply soap.
2. Lather your hands by rubbing them together. Lather the backs of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum "Happy Birthday" from beginning to end twice. Don't forget commonly missed spots such as thumbs and the top of the hands.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry.



Diversified employees are required to wear a face covering in the following situations:



Each employee who is required to wear a mask/covering needs to be trained on the proper usage and storage of the masks.

Face masks and coverings can be N95, KN95, surgical masks, gaiter necks or homemade masks.



Reference [Appendix A](#) and [Appendix C](#) for tutorials on how to make a mask and where to buy supplies.

Also reference [Appendix B](#) on testing fabric to be used for homemade masks.

Supervisors will use [Appendix D](#) as a training guide. This training must be documented and can be conducted virtually to maintain social distancing.

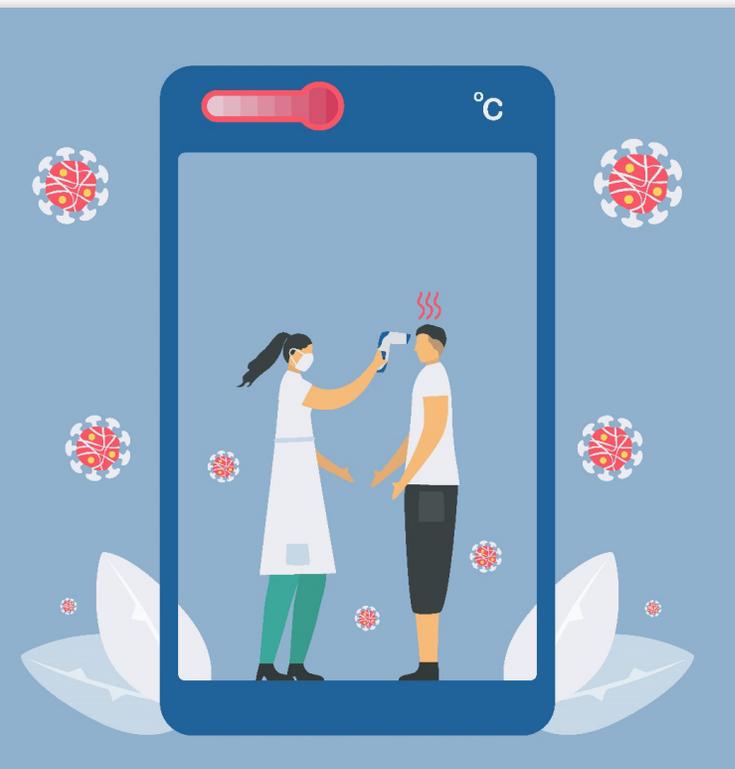
TEMPERATURE & WELLNESS CHECKS



Diversified recommends each employee take their own temperature prior to coming to work. Each office will designate an employee(s) to oversee temperature and wellness checks. This person(s) will receive confidentiality training and sign a confidentiality statement from the PeopleTeam (see [Appendix H](#)).

Each office will use the Wellness Check Questionnaire and Tracker (see [Appendix F](#)) to assess the general health of employees. Offices will either use a no-touch thermometer or a FocalPoint [VitalSign](#) digital signage kiosk to assess employee temperatures. They will sanitize the thermometer and/or VitalSign kiosk in between employees.

Areas will be marked and labeled where employees will stand to receive their temperature as well where employees should wait their turn to maintain proper social distance. Offices will determine which of procedures here to follow depending on if they have VitalSign or a no-touch thermometer.



1 Make a visual inspection of the employee for signs of illness.

This could include flushed cheeks and signs of fatigue.

Confirm that the employee is not experiencing coughing or shortness of breath.

2 Conduct a temperature & symptom screening of the employee.

Put on disposable gloves.

Check the employee's temperature.

If performing on multiple individuals, make sure to use a clean pair of gloves for each employee and that the thermometer has been thoroughly cleaned in between each check.

3 Discard all PPE & wash your hands thoroughly.

After each screening, discard PPE and wash hands with soap and water for at least 20 seconds and use hand sanitizer with at least 60% alcohol.

TEMPERATURE & WELLNESS CHECKS



Reliance on Barrier / Partition Controls

During screening, the screener stands behind a physical barrier, such as a glass or plastic window or partition that can protect the screener's face from respiratory droplets that may be produced when the employee sneezes, coughs or talks. Upon arrival, the screener should wash hands with soap and water for at least 20 seconds or, if soap and water are not available, use hand sanitizer with at least 60% alcohol.



Reliance on Personal Protective Equipment (PPE)

Upon arrival, the screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated.



Dedicated Entrances & Entry Times

Offices will designate an entrance(s) where the temperature and wellness checks will occur. **Offices will only be open and accessible when the entrance is manned by the designated wellness/temperature checker.**

Fobs and key cards will be altered so they can only enter at the designated door and designated times. The doorway(s) and time(s) will be published to every individual. Exceptions will only be granted at the Director level.

Entrances will be marked and labeled conspicuously to show which entrance(s) will be used and which will be closed. Entrances that aren't manned will be closed for entry but will remain operational as exits to remain compliant with fire codes.

Results of Wellness Checks

Employees will not be allowed to enter workspaces including offices, warehouses and job sites if they:

- Have a temperature above 100.4° Fahrenheit / 38° Celsius
- Are displaying COVID-19 symptoms
- Have knowingly been exposed to a COVID-19 positive case

If employees do not meet the criteria for entry, they will be asked to vacate the premises immediately and return home.

The screener will take note of the employee's supervisor and will notify the supervisor along with the COVID-19 team at, CV19@DiversifiedUS.com.

The COVID-19 team will contact the employee and determine next steps.



WHAT HAPPENS IF AN EMPLOYEE BECOMES SYMPTOMATIC AT WORK?

If an employee begins to experience symptoms at work, the employee will be immediately isolated.

Each work location will identify an area where this can occur if their personal workspace is not an option. The worker will not touch any surfaces while in route to this area.

If the worker is able, they will take themselves home to begin their quarantine. They will notify their medical provider who will instruct them on what they should do medically. They will also notify their supervisor and local PeopleTeam partner. Partners can be found in [Appendix I](#).

If their symptoms are severe, 9-1-1 will be called and their guidance will be followed.

Once the employee is off the premises, any employees who came in contact will be identified and asked to self-quarantine. The work area will undergo a deep cleaning.



RETURN TO WORK ROAD MAP

THE OFFICE ENVIRONMENT

GUIDELINES FOR BEING IN THE OFFICE

Diversified has made an effort to reduce large gatherings in our offices by allowing employees to work from home whenever possible. There are many roles that require you to remain in the workplace. In these cases please follow the guidelines below:

- Follow office temperature scanning requirements and procedures.
- Avoid using other employees' phones, desks, workstations or tools whenever possible.
- Practice social distancing (keep a minimum of 6 feet from others) and good hygiene throughout the day.
- All meetings should be held via Teams, Webex or other online and conference call options.
- Pack a lunch from home to avoid delivery people from entering our building and avoid going out for pick up.
- Avoid congregating in kitchen or break areas, eat lunch at your personal workspace.
- Avoid handshaking.
- Avoid multiple stops from your home to the office or worksite to avoid cross contamination.
- Under the current environment, all guests should refrain from coming to our offices except for essential project-related visits. Visitors will be informed that they must go through the same protocols as employees including wellness and temperature checks. Visitors will be escorted by the person they are meeting and asked to provide their own masks/face coverings. If they are unable to, we will provide one for them.



SANITIZING STATIONS

Each office will designate a person(s) who will be responsible for the cleaning and sanitation of the common areas during the work shift. This will be separate from the nightly cleaning that offices receive.

The designated individual will work with person(s) who will be procuring the cleaning supplies. Disinfectants and sanitizers will be procured at the local level.

Employees will be responsible for cleaning their individual workspaces.

Offices may use [this cleaning schedule](#) as a guide, adhering to the following guidelines:

- Checklist will be modified to fit each office.
- Doors should include both inner and outer handles.
- Bathrooms should include door handles, stall handles, toilet levers and sink knobs.
- Employees will wear gloves while disinfecting.
- Employees will follow the directions on the label of all supplies, this includes contact times.

Each office must coordinate with the Safety team to create a visual on how they will implement the above features. An internal guide on how to create this can be found on OneStop, [here](#).

Sources and tips to find disinfectants can be found in [Appendix G](#).



Sanitizing Personal Items

Each office will provide all workers present in the office the ability to clean and sanitize their hands and their personal work areas. This can be a combination of soap, hand sanitizer, disinfectant wipes, disinfectant sprays or other approved cleaners.

Office leadership will ensure that there are adequate supplies to match the number of employees on-site.

Shoe Sanitizing

Each office will have procedures in place to limit the transmission of COVID-19 via shoes. Offices can choose a setup that is optimal for their office. Some examples are:

- Provide shoe covers.
- Have disinfecting mats.
- Have disinfectant spray at the entrance for people to spray bottoms of shoe.
- Have employees bring a second pair of shoes.

Shoe sanitizing will not create additional safety risks such as slipping or tripping. Certain shoes will not be compatible with the sanitizing mats, i.e., open-toed or ballet flats.

USE OF PUBLIC OFFICE AREAS

Break Rooms & Meeting Spaces

Diversified will restrict the number of employees in public areas such as a break room and conference rooms. Rooms will be labeled to show maximum capacity allowed. Signs with Health & Safety Best Practices will be visibly posted. See [Appendix J](#) for printable versions of each sign.

Supervisors are encouraged to continue to utilize Webex, Microsoft Teams or other web-based video platforms to conduct meetings.

All trash cans will be contact-less. **Break rooms will not be used to eat breakfast, lunch, etc.** Break rooms will only be used for food storage, food prep and getting coffee. **Employees will also be responsible for sanitizing their areas.**

Maximum capacity will be determined based on several factors:

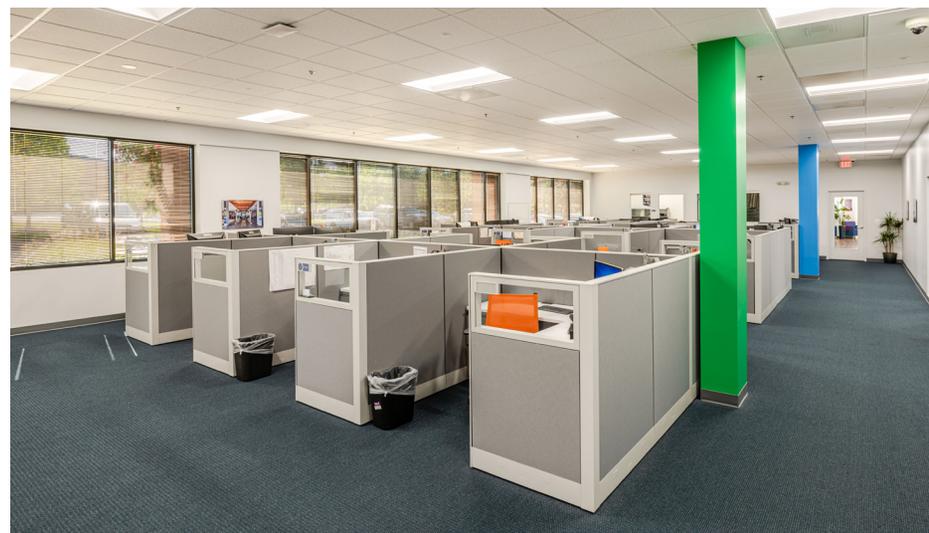
- Purpose of the room
- Number of usable appliances
- The ability to maintain 6 feet of distance

Cubicles & Personal Office Areas

Diversified supervisors will review current cubicle assignments and open work areas prior to bringing employees back to the office. Employees must maintain at least 6 feet of distance from each other while at their workspaces.

Supply Room

Diversified will have common use supplies in a locked environment and assign a person(s) to be responsible for the distribution of supplies.





RETURN TO WORK ROAD MAP

WAREHOUSE & PROJECT SITES

WAREHOUSE & FABRICATION AREAS



Diversified warehouse employees and technicians at times need to work in close proximity. In these cases please:

- Follow temperature scanning requirements and procedures.
- Wear all applicable PPE as required. When a task involves two workers in close proximity like lifting a heavy object additional PPE like a face shield will be required.
- Avoid using other employees' tools and PPE.
- Sanitize and disinfect tools before each use.
- Sanitize reusable PPE per manufacturer's recommendation before each use.
- Avoid congregating in kitchen or break areas, eat lunch at your personal workspace.
- Avoid multiple stops from your home to the office or worksite to avoid cross contamination.
- Practice social distancing (keep a minimum of 6 feet from others) and good hygiene throughout the day.
- Warehouse employees should take appropriate measures to protect themselves when handling boxes and equipment including but not limited to wearing masks and gloves or using disinfectant.
- Doors will be propped open to limit the number of surfaces that can be contaminated. Building security will not be compromised.



PROJECT SITES

Diversified follows all local construction law. At a minimum the following steps are to be taken by our employees:

- Follow site temperature scanning requirements and procedures.
- Wear all applicable PPE as required on the job site.
- Avoid using other employees' tools and PPE.
- Practice social distancing (keep a minimum of 6 feet from others) and good hygiene throughout the day.
- Sanitize and disinfect tools before each use.
- Sanitize reusable PPE per manufacturer's recommendation before each use.
- Avoid multiple stops from your home to the worksite to avoid cross contamination.
- Identify specific locations and practices for daily trash such as paper, hand towels, food containers, etc.
- Disinfect frequently touched surfaces inside your workspace daily.
- Ensure soiled or used PPE is disposed of properly.
- When you arrive home, leave your work shoes outside or have a shoe disinfecting station outside.
- Consider wearing an extra layer when at work and leaving that layer in your vehicle or outside your home. If temperatures do not allow for extra layers, then change clothes when you arrive home and leave in designated area.





RETURN TO WORK ROAD MAP

TRAVEL & TRANSPORTATION



Workers should limit their use of public transportation. Workers who use public transportation to and from Diversified sites will follow all local and regional guidelines and rules proposed regarding PPE requirements on public transportation. It is recommended that they follow these guidelines:



No employee will be required to travel for business purposes. If an employee chooses to travel, driving will be the first option. If driving is not feasible and an employee flies, they will adhere to the public transportation guidelines listed above.





RETURN TO WORK ROAD MAP

APPENDIX



No Sew Option 1

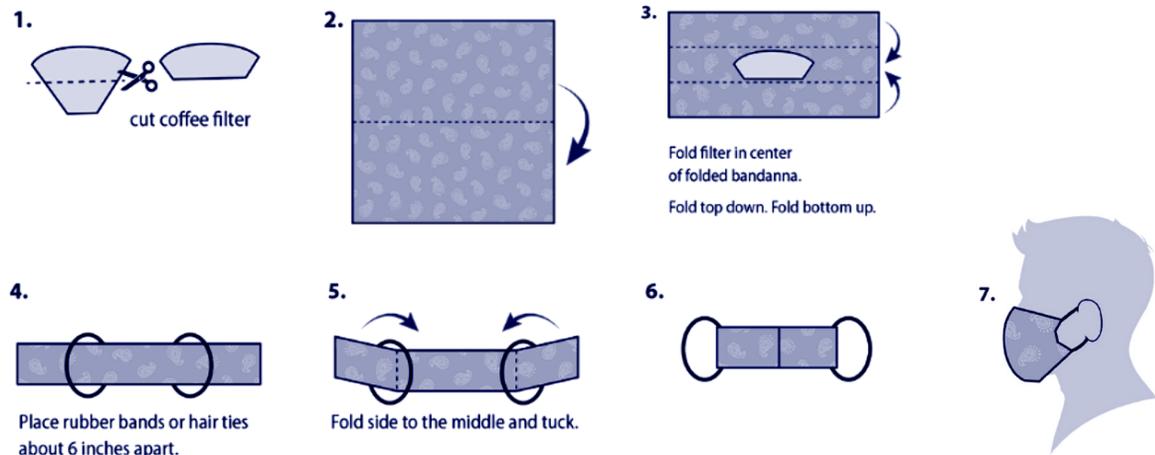
MATERIALS

Bandana (or square cotton cloth approximately 20" x 20")

Coffee filter

Rubber bands (or hair ties)

Scissors (if you are cutting your own cloth)

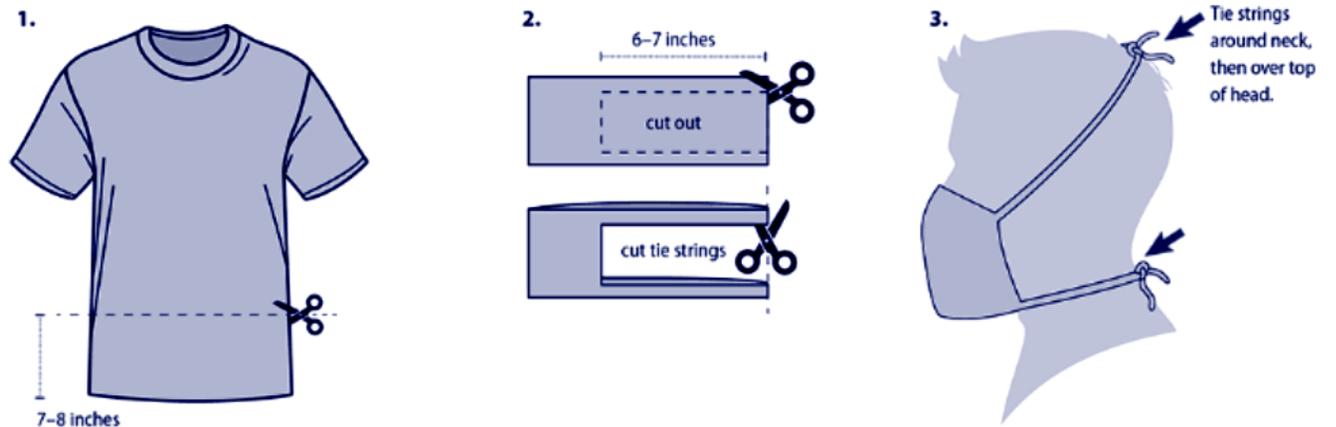


No Sew Option 2

MATERIALS

T-Shirt

Scissors





Sewing Option

MATERIALS

(2) 10" x 6" rectangles of cotton fabric

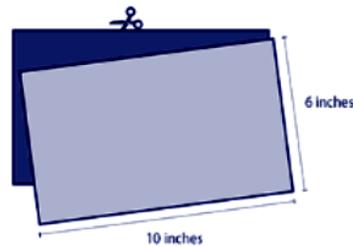
(2) 6" pieces of elastic (or rubber bands, string, cloth strips, hair ties)

Needle and thread (or bobby pin)

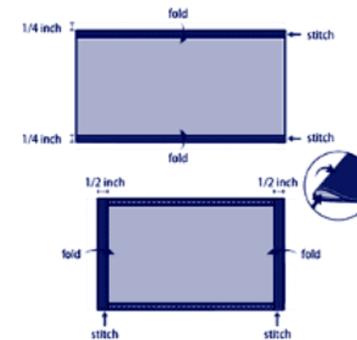
Scissors

Sewing machine

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the mask as if it was a single piece of fabric.

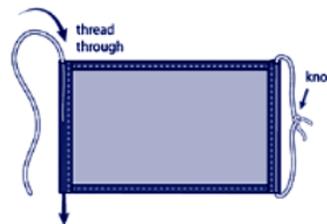


2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.

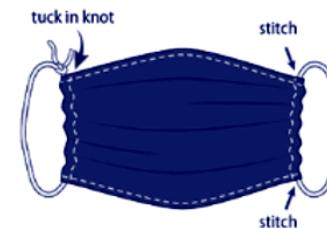


3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the mask. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.

Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the mask behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.





Use [this guide](#) from Georgia Tech to test fabric before you use it to create a mask. COVID-19 is a respiratory disease that is transmitted through respiratory droplets.

Shown here are images of each fabric including magnified photographs of their weaves and a simple DIY test to assess the suitability of a fabric for a cloth mask.

Notice how each fabric has a different weave. The weave in the left most image is fairly open with large gaps between the yarns. The middle and right weaves are tighter with less gaps.

These tighter weaves and knits are recommended for DIY cloth masks.

While this test in no way replaces typical standards, it should help you eliminate fabrics that are completely unsuitable for mask construction.

Note that the spray bottle should be set to the “spray” setting, not the “stream” setting.

Unsuitable for Masks	Acceptable	Best
		
		

<p>1. Spray Bottle</p> <ul style="list-style-type: none"> Find a spray bottle. Clean it well. Fill with tap water. 	<p>2. Mirror</p> <ul style="list-style-type: none"> Find a mirror. Hold fabric 3 to 4 inches from the mirror. 
<p>3. Spray</p> <ul style="list-style-type: none"> Spray through 1 layer of dry fabric. Don't let fabric touch mirror due to force of spray. Don't spray same spot twice; wait until dry. 	<p>4. Inspect</p> <ul style="list-style-type: none"> If mirror is very wet (like pictured) then fabric is not suitable for masks. If mirror is mostly dry with only a few small drops, then suitable for masks. 



Purchasing Face Masks

[Etsy](#)

[iHealthLabs](#)

[Employee Masks](#)

[Snowjoe](#)

Purchasing Bandanas To Make Your Own

[Five Below](#)

Purchasing Neck Gaiters

[Dicks Sporting Goods](#)

[REI](#)

Note: Amazon has all the items listed here, but you need to search at different times of the day and check shipping times.

Additional Tutorials

- [No sew, with square fabric](#)
- [No sew, with old t-shirt](#)
- [No sew, without cutting up a t-shirt](#)
- [Hand sew, with old t-shirt](#)
- [Sewing machine, cotton fabric, basic design](#)
- [Sewing machine, cotton fabric, more fitted design](#)
- [Sewing machine, cotton fabric, basic design, with filter pocket and nose wire](#)
- [Sewing machine, cotton fabric, fitted design, with filter pocket and nose wire](#)
- [Sewing machine and neoprene fabric](#)



Usage

1. Employees will inspect the mask/covering prior to use. Look for signs of wear and tear. If damage is present dispose of the mask/covering in a trash receptacle.
2. When worn, the mask will cover the nose, mouth and chin. Mask will not be worn on any other part of the face.
3. Top strap will go above the ear; bottom strap will go below the ear.
4. If using a homemade mask, mark the inside so you wear it the same way every time.
5. When taking off (doffing) and putting on (donning), do not touch the inside of the mask. Only touch the straps our outer layer.
6. Do not put mask on your neck, forehead, desk or any other place where it may become contaminated.
7. Do not touch your eyes, nose or mouth when removing the covering/mask.
8. Wash your hands before and after you remove your mask.
9. Do not share.
10. In situations where additional respiratory hazards are present, e.g. silica or asbestos, workers will wear an appropriate respirator and comply with the Respiratory Protection Program.

Storage

1. Masks will be used in situations where social distancing is not feasible.
2. Every employee will have a storage bag, paper bag or something similar for each day of use.
3. When the mask/face covering is not in use, place in the bag.
4. The bag will be stored in an area where it will not be crushed or damaged.
5. Bags should be labeled by name conspicuously.

Maintenance

1. OSHA has updated its respirators guidelines in reference to N95 masks to state, "In the event extended use or reuse of N95 FFRs becomes necessary, the same worker is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated."
2. Homemade face coverings will be washed each day they are used. They should be washed with detergent in the highest water temperature setting. Various brands make disinfecting detergents, which are an option but not mandatory.
3. There are unconfirmed methods of sterilization practices for N95 respirators and surgical masks. Diversified will update and share any data to employees when these methods are approved by NIOSH, CDC or OSHA.



1. Pinch and hold the outside of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
4. With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.
7. Use of gloves does not replace hand washing



The designated person will provide the below questions to each person entering the building prior to administering the temperature check.

1. Have you experienced any of the following symptoms in the last 24 hours?

- Fever
- Chills
- Headache
- Cough
- Repeated shaking with chills
- Sore throat
- Shortness of breath
- Muscle pain
- New loss of taste or smell

2. Has anyone in your household experienced the above symptoms in the last 24 hours?

3. Have you or anyone in your household been suspected of or tested positive for COVID-19 in the last 14 days?

4. Have you or anyone in your household come in contact with someone suspected of or testing positive for COVID-19 in the last 14 days?

Each checker will utilize the below tracker or equivalent to track employees. This information will be maintained and stored to facilitate contact tracing. Trackers will be done for each day.

Trackers will only be kept by the assigned person. Trackers will be destroyed after 30 days. Offices may use this [example from OneStop](#).



Disinfectants

Stores are still getting disinfectants in stock. We recommend going to your local store when it opens on their shipment date to purchase.

[Click here](#) for a list of EPA approved cleaners that can kill coronavirus.

You can use a bleach solution with these measurements:

- 5 tablespoons (1/3 cup) bleach per gallon of **water only** or
- 4 teaspoons bleach per quart of water

These locations offer EPA approved concentrated disinfectants:

- [Northern Safety](#) (very concentrated, needs to be mixed with water)
- [PetEdge](#) (this is very concentrated; 1 gallon makes 256 gallons)
 - [Drugs.com](#) (here is the info for the above product)
- [Global Industrial](#) (they randomly receive Clorox and Lysol products)
- [Staples](#) (concentrated, needs to be mixed with water)
- [JonDon](#) (Does not need to be diluted longer contact time)

Floor Mats

[Gemplers](#): To be used for sanitizing stations with the above liquids.

Door Opener

[StepNPull](#) Open doors without hands-limiting contamination.

DO NOT MIX BLEACH WITH ANYTHING BUT WATER!

Gloves

Disposable gloves can be found in store and online. Search for gloves made of nitrile, latex or vinyl.

- Magid (Email [Amanda Freeman](#) for account access)
- Restaurant Depot
- Amazon
- CVS & Walgreens
- Auto Zone
- Ace Hardware
- Beauty supply stores

When using gloves, it is important that cross contamination doesn't happen. For example, using tools on the job and then using your phone with the gloves still on. Gloves should be used for one task and/or tool, then the gloves are disposed of. Use of gloves should not replace hand washing. Hand washing is the still best way to prevent the spread.

Hand Sanitizer

CDC recommends at least 60% alcohol, or 70% isopropyl alcohol. Here some stores that have availability online:

- [Target](#)
- [PureTech Sanitizer](#)
- [Radha Beauty](#)
- [Sears](#)
- [Walgreens](#)
- [Amazon](#)

Check with your local distilleries and breweries, many have switched to produce hand sanitizer.

APPENDIX H | CONFIDENTIALITY AGREEMENT



This Confidentiality Agreement (the “Agreement”) is entered as of _____ (the “Effective Date”) by and between One Diversified, LLC, a New Jersey company with its principal place of business at 37 Market Street, Kenilworth, NJ 07033 and _____.

WHEREAS, One Diversified (the “Disclosing Party”) may disclose to the other party (the “Recipient”) on a confidential basis certain non-public information (“Confidential Information”), including, without limitation, proprietary and confidential business, payroll. Employee, technical, engineering, financial, sales and other information about and trade secrets of the Disclosing Party, on the terms and conditions set forth below;

NOW, THEREFORE, the parties hereby agree as follows:

1. The recipient acknowledges that the other party claims its Confidential Information as a special, valuable and unique asset. For itself and on behalf of its officers, directors, employees, affiliates and agents, each Recipient agrees that it shall not use the Confidential Information for any purpose except as expressly authorized in writing by Disclosing Party or to the extent necessary to further the Discussions. Recipient agrees that in no event shall it use the Confidential Information in violation of any applicable law, including without limitation state and federal securities laws. Recipient agrees that it shall disclose Confidential Information only to those of its employees and agents, including attorneys, accountants and financial advisors, who have a need to know the Confidential Information to further the Discussions and who are obligated to Recipient maintain the confidence of the Confidential Information to a degree no less protective of the Confidential Information than the provisions of this Agreement. Recipient shall be responsible for any violation of this Agreement by its officers, directors, employees, affiliates and agents. Notwithstanding the foregoing, information shall be considered “Confidential Information” (a) for information disclosed in tangible form and (b) for information disclosed orally.

2. Recipient agrees that it shall not directly or indirectly publish, copy or disclose to any third party, any Confidential Information, and it shall use all reasonable means to prevent inadvertent disclosure of Confidential Information to any third party; provided, however, that Recipient may disclose Confidential Information to a third party if expressly authorized by the Disclosing Party in writing and if such third party has a signed agreement with the Disclosing Party or with Recipient (with the Disclosing Party as third party beneficiary thereof) restricting the use and disclosure by the third party of the Confidential Information, which restrictions must be at least as stringent as those set forth herein. Without limiting the foregoing, each of the parties shall use at least the same degree of care which it uses to prevent the disclosure of its own confidential information of like importance (and in no event less than reasonable care) to prevent the disclosure of Confidential Information. Each party agrees that any permitted copies of Confidential Information shall contain any non-disclosure or confidentiality notices that may be contained in the original material disclosed to such party. Each party shall promptly notify the other party of any actual or suspected misuse or unauthorized disclosure of the other party’s Confidential Information. Neither party shall disclose to any third party the fact that the Discussions are taking place, other than attorneys, accountants and financial advisors on a need-to-know basis.

3. Recipient shall give prompt written notice to Disclosing Party of any requests or demands for any of the Confidential Information made under lawful process by any third parties, prior to disclosure or furnishing of such Confidential Information. Recipient agrees to cooperate with Disclosing Party, at Disclosing Party’s expense, in seeking reasonable protective arrangements to prevent, limit or restrict the disclosure of Confidential Information pursuant to such lawful process. If



Recipient has complied with the foregoing provisions of this Paragraph 3, Recipient may disclose Confidential Information, upon the advice of counsel that such disclosure is required by law, court order, and regulation of a stock exchange or other similar lawful process.

4. Recipient's obligation with respect to any portion of Confidential Information shall terminate if Recipient can document that such portion: (a) was in the public domain at the time it was communicated to Recipient by Disclosing Party; or (b) enters the public domain through no fault of Recipient in violation of the terms of this Agreement, subsequent to the time it was communicated to Recipient by Disclosing Party; or (c) was in Recipient's possession free of any obligation of confidence Disclosing Party at the time it was disclosed to Recipient by Disclosing Party; or (d) was disclosed to Recipient by a third party who was, to Recipient's reasonable belief, free of any obligation of confidence to Disclosing Party, subsequent to the time it was disclosed to Recipient by Disclosing Party.

5. All materials containing any tangible expression of the Confidential Information including without limitation, documents, drawings, models, apparatus, sketches, designs, and lists furnished to Recipient by Disclosing Party shall remain the property of Disclosing Party. Upon request by Disclosing Party, Recipient shall promptly destroy (with such destruction being certified to Disclosing Party in a writing signed by the officer of Recipient supervising such destruction, to be delivered promptly after such destruction) or return to Disclosing Party all Confidential Information, together with any copies thereof, and the Receiving Party shall immediately cease any further use of the Confidential Information. Nothing contained in this Agreement shall be construed as granting to Recipient any license to any Confidential Information or other intellectual property of Disclosing Party. ALL CONFIDENTIAL INFORMATION PROVIDED HEREUNDER IS "AS IS" AND WITHOUT ANY WARRANTY WHATSOEVER, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

6. The execution of this Agreement and disclosure of Confidential Information by the parties pursuant to this Agreement does not and is not intended to represent a commitment by either party to enter into any business relationship with the other party or with any other entity.

7. This Agreement shall govern all communications between the parties that are made during the period from the Effective Date of this Agreement to the date on which either party receives from the other written notice that subsequent communications shall not be so governed; provided however, that Recipient's obligations under Paragraphs 1, 2 and 3 with respect to Confidential Information disclosed to it shall continue until the second anniversary of the Effective Date, unless terminated pursuant to Paragraph 4 hereof.

8. In the event of any action at law or in equity to enforce this Agreement, the unsuccessful party shall pay to the other all costs and expenses so incurred, including reasonable attorney's fees. Recipient recognizes that the damages which would be incurred by a violation of any of the provisions of this Agreement may be of such a nature as not to be susceptible to calculation, and that monetary damages may therefore be an inadequate remedy. Recipient agrees that if Recipient breaches this Agreement, or threatens to do so, Disclosing Party, in addition to all other remedies to which Disclosing Party might be entitled, shall be entitled to obtain injunctions (or extensions of injunctions) without showing or proving any actual damage to Disclosing Party or the inadequacy of a remedy at law and without being required to post any bond or other form of security in connection with such injunctive relief.

9. This Agreement is made under, and shall be governed by and construed under, the laws of the State of New Jersey, without reference to that body of law



concerning conflict of laws or choice of law. The federal and state courts of Union County, New Jersey, shall have exclusive jurisdiction over any claim, suit or proceeding (each a "Proceeding") related to this Agreement (including without limitation the breach or threatened breach thereof), and each party expressly: (a) consents to the jurisdiction of such courts for any Proceeding; (b) consents to service of process in any Proceeding by certified U.S. mail, return receipt requested, mailed to such party at the address set forth above, as well as other means of service permitted by law; and (c) waives any objection, whether on the grounds of venue, residence or domicile or on the ground that the Proceeding has been brought in an inconvenient forum, to any Proceeding brought in such courts.

10. This Agreement sets forth the entire agreement of the parties relating to the subject matter hereof and supersedes and merges all prior discussions between the parties, written and oral, relating to the subject matter hereof. No modification or amendment to this Agreement, nor any waiver of any rights under this Agreement, shall be effective unless in writing signed by the parties. If any provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nevertheless remain in full force and effect, and the parties shall renegotiate in good faith any term held invalid and shall be mutually bound by such substitute provision(s). Neither party may assign this Agreement, and any attempt to do so shall be null and void. Subject to the preceding sentence, this Agreement shall be binding upon, and inure to the benefit of, the parties' respective successors and permitted assigns. Each party represents that the person signing this Agreement on the party's behalf has been duly authorized to execute this Agreement on behalf of such party, and each of the signatories hereto signing in a representative capacity warrants and represents that he or she has been duly authorized by and on behalf of his or her respective principal to execute this Agreement. Signatures received via facsimile shall be deemed originals for all purposes.

One Diversified, LLC

Recipient

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



If you are unable to work or telework because you:

- Are diagnosed with COVID-19, experiencing symptoms or seeking diagnosis
- Have a member of your household that has been diagnosed
- Have primary care-giving responsibility for a child who is unable to attend school due to COVID-19
- Cannot reach your place of work because of quarantine OR the advice of a healthcare advisor to self-quarantine
- Have become the breadwinner after the head of your house-hold has died from COVID-19
- Have had to quit working as a direct result of COVID-19
- Have had a work location that is closed as a direct result of a COVID-19 public health emergency
- Are uncomfortable reporting to a particular site or performing a part of your job responsibilities due to COVID-19

Discuss your options by contacting your manager & PeopleTeam Business Partner:



TERRITORY 1

Joan Sampson
jsampson@diversifiedus.com



TERRITORY 2 & 3

Kristy Williams
kwilliams@diversifiedus.com



NEW JERSEY

Tasha McCutcheon
tmccutcheon@diversifiedus.com



TERRITORY 4 & INTERNATIONAL

Kim Savage
ksavage@diversifiedus.com



MIDWEST

Kevin Markey
kmarkey@diversifiedus.com

A stylized icon of a tissue box, showing a white tissue being pulled out of a red and white box. The icon is set within a light orange hexagonal shape.

PREVENT THE SPREAD

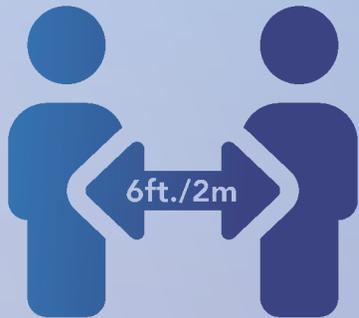
STAY AT HOME WHEN YOU ARE SICK

**COVER YOUR MOUTH AND NOSE WITH A
TISSUE WHEN YOU COUGH OR SNEEZE**

**COUGH OR SNEEZE INTO YOUR UPPER
SLEEVE, NOT YOUR HAND**

PUT USED TISSUES IN THE WASTE BASKET

NOTICE



WE ARE
PRACTICING
SOCIAL
DISTANCING





DID YOU WASH THEM?

HAND
WASHING
STOPS THE
SPREAD OF
GERMS



**DO YOU
FEEL SICK?**

**GO
HOME**





MAXIMUM ROOM CAPACITY

_____ PERSONS





**KEEP
CALM
AND
STAY
HEALTHY**





RESTRICTED

PLEASE KEEP
DOOR CLOSED





**PLEASE
WAIT HERE**

THANK YOU



SAMPLE CLEANING SCHEDULE



Area to be Disinfected	8AM	1PM	5PM
Front Entrance			
Light Switches			
Alarm Panel			
NOC Door			
Guest Bathroom			
Inner Doors			
Male Bathroom			
Female Bathroom			
Elevator			
Printer(s)			
Key Box			
Handrails			
Side Entrance			
Break Room			
Coffee Maker(s)			
First Aid Kit			
Sink(s)			
Refrigerator(s)			
Vending Machine(s)			
Loading Dock Entrance			
Solder Station			
Pallet Jack			
Desk Phone			
Mobile Phone			
Keyboard			
Mouse			
Keys / Key Card / Fob			

FOR MORE INFORMATION, CONTACT:

CV19@DiversifiedUS.com or
Safety@DiversifiedUS.com

