

## **ALPINE BUSINESS SYSTEMS SPECIAL COVID-19 WORKPLACE POLICY – 07/30/2020**

This policy has been added to the other employment policies in place. As with all the other policies in place, all employees must abide by the policies contained herein. Failure to do so will result in disciplinary action, which may include termination.

On March 19, 2020 the World Health Organization declared COVID-19 a pandemic. Over the course of the last few months many laws and orders have been issued by federal and state governments to deal with this unprecedented disruption of life and business.

Prior to the WHO declaration, Alpine Business Systems recognized the severity of the situation and responded by encouraging our employees to work remotely, if they preferred. Upon the signing of the NJ Stay at Home Order, we mandated all our employees to work remotely. We have continued to do so and have been successful in servicing our client base.

We understand how important it is for the health and safety of both our employees and clients to institute and maintain strict policies to which all our employees must adhere. As the State of New Jersey moves towards reopening, we are implementing these stringent rules and policies for our employees to follow as we begin to return to the office and to do onsite visits for our clients. For the health and wellbeing of our employees, we will also require for all clients and partners that require onsite visits to certify to us they have similar policies and procedures in place (see below - CLIENT REQUIREMENTS re: ONSITE VISITS).

As COVID-19 continues to emerge and change, this workplace policy will remain subject to change as new information is available and government requirements and guidelines become available.

### **POLICY SCOPE**

This policy applies to all employees regardless of whether you are primarily working from home, working in the office or going to a client site during the COVID-19 Pandemic Period. All employees are required to read through this policy and refer to it as needed to ensure we are collectively and uniformly following the guidelines set forth.

### **ALPINE OFFICE ACCESS**

We will minimize the staff that is working in the office by prioritizing those who will be working there. We will make that determination after the completion of a survey. We will respect the feelings of those employees who do not feel comfortable working in the office or going onsite to client offices and there will be no negative consequences of their desire to remain working at home.

Non-employees are prohibited from entering the office premises during the time of the COVID-19 Pandemic. Deliveries to the office will be made with none to minimal contact by requesting that the delivery is left outside of our door. Once the delivery person has left, an employee can then retrieve the delivery in the hallway.

Employees who will be working in the office must:

1. Request and receive prior permission to do so from their manager. If the manager is not available, permission must be granted by another Alpine manager of the manager's rank or higher.
2. Only access the Alpine office during normal business hours.

Please NOTE: Weekend and before/after-hours access will require additional prior approval from their manager

### **WORK FROM HOME AND SICK LEAVE**

All employees have a bank of PTO which can be utilized for sick time. If you have any cold symptoms such as coughing, sneezing, temperature > 100.4, or just feel unwell, please follow our PTO policy for notification immediately and stay home. If you feel well enough to continue working, you may work from home, otherwise you can take your PTO and use it for sick time.

If you have a COVID-19 diagnosis, you are required to inform Jo-Anne Schubert or Bill Blum immediately. You will not be allowed to return to the office or client sites until you have fully recovered and provide a note from a healthcare provider or other acceptable evidence confirming your recovery and that you are COVID-19 Negative.

### **OTHER SELF QUARANTINE AND RETURN TO WORK REQUIREMENTS**

If you have been in close contact with someone infected by COVID-19, you are required to inform Bill Blum or Jo-Anne Schubert immediately. You will be required to stay at home and self-quarantine for 14 calendar days and only return to Alpine premises after those 14 days if you are fully asymptomatic and you provide proof that you tested negative for COVID-19. Please do not be near any Alpine employees during this time.

### **MEETINGS**

As we have been doing since the Stay at Home Orders were put in place, all meetings will be held remotely via a video or telephone conference until further notice. No in person meetings will be held. This does not apply to the onsite visits to clients which is handled in a separate category.

## **WORKING AT ALPINE AND AT CLIENT SITES**

Alpine understands that while some of our clients are requesting onsite visits to implement projects or for other work, this is a sensitive subject for all during this time. We will request to know, via a survey, which employees are comfortable making those onsite visits. We will limit the assignments only to the employees who have agreed and are willing to make those onsite visits.

You agree to abide by these rules:

- You will travel to Alpine's office or client sites in your own personal vehicle and will not travel on mass transit, public transportation, or ride sharing services. As always, Alpine will reimburse you for mileage, tolls and parking to client sites.
- You will not enter through the door into the premises at the same time as anyone else. If you see someone in front of you or coming out, you will wait until they enter or leave the building before proceeding
- We have installed state-of-the-art high-quality air purifiers in all the Alpine work areas and kitchen. Please turn them on when you enter and turn them off when you leave.
- You will always wear a mask (provided by Alpine) at client sites
- You are not required to wear a mask when seated at your Alpine desk, as Alpine will ensure there are partitions between you and your seated coworkers. However, if someone approaches you, you are required to wear a mask and you must require them to do so, as well.
- You will always wear a mask (provided by Alpine) at Alpine's office when you are not at your desk, including always wearing a mask in hallways, the large common bullpen area, storage room, kitchen, on the office grounds, and in the rest rooms
- You will require anyone you interface with to wear a mask
- You will always practice social distancing (6 feet of separation from your co-workers or anyone else)
- You will limit the interactions you have with anyone
- You will regularly sanitize your hands using the supplies provided to you by Alpine
- If you use the rest rooms, you will wash your hands with soap and water using the 20-second rule and will use gloves or a paper towel to open the door.
- While at client sites, you will not use common areas
- When using the Alpine kitchen:
  - Only 1 person is allowed at a time
  - Wipe down all surfaces you touched with the disinfecting wipes
  - Do not store any food in the refrigerator
- Do not leave any food in the office or at client sites, especially not in the garbage cans.
- You will not access the conference room, as it will remain closed during this Pandemic period.

- You will clean shared equipment and surfaces (door handles, countertops, etc.) as often as reasonably possible, using the cleaning/disinfecting supplies provided by Alpine
- You will use tissues to cough or sneeze into and discard it immediately into a covered wastebasket and sanitize your hands immediately
- You will avoid touching your face, particularly your eyes, nose and mouth with your hands
- You will not share a computer, workspace, telephone, cell phone, pens, pencils, calculators or any other equipment or tools
- If you find yourself coughing or sneezing on a regular basis, you must notify your manager, leave the premises, and work from home until you can certify to your manager that the condition has changed
- You will keep your desk clean to enable the office to be fully disinfected regularly
- If cleaning/disinfecting supplies, hand sanitizer, soap, masks or gloves supplies are running low, you will notify Jo-Anne Schubert and your manager immediately

### **WORKING AT ALPINE**

You certify that, every day prior to arriving in Alpine's office, all the following statements are true:

1. You have not tested positive for Covid-19
2. When arriving at Alpine's office, you will take your temperature using the device provided in the office and you will disinfect the device after use
3. You do not have symptoms of Covid-19 (Temperature > 100.4, Cough, Chills, Muscle Pain, Shortness of Breath/Difficulty Breathing, Sore Throat, New Loss of Taste or Smell)
4. You have not been exposed to someone in the past 14 days who has tested positive
5. You are not being required or any way forced or coerced into going to Alpine's office
6. You feel safe going to Alpine's office, based on the existence of this policy and the procedures in place
7. You will certify all the above is true by using the Alpine Power App that will be provided to you

If any of those statements are not true, you are forbidden to go to Alpine's office, and you must immediately notify your manager in writing. When those conditions change and all are true, you must certify the changes to your manager. If you have tested positive for Covid-19, you will be required to provide proof of a subsequent negative test. Alpine's Executive Management will review your status, decide whether you are allowed in Alpine's office, and your manager will notify you of their decision. Failure to adhere to these requirements and processes will result in immediate termination.

### **WORKING AT CLIENT SITES**

Employees who will be working at client sites must request and receive prior permission to do so from their manager. If the manager is not available, permission must be granted by another Alpine manager of the manager's rank or higher.

You certify that, every day prior to arriving at client sites, all the following statements are true:

1. You have confirmed with the support desk that they have received the required certification from the client. Without that, you are forbidden to go onsite.
2. You have not tested positive for Covid-19
3. You will have taken your temperature that day
4. You do not have symptoms of Covid-19 (Temperature > 100.4, Cough, Chills, Muscle Pain, Shortness of Breath/Difficulty Breathing, Sore Throat, New Loss of Taste or Smell)
5. You have not been exposed to someone in the past 14 days who has tested positive
6. You are not being required or any way forced or coerced into going to client sites
7. If Alpine gets a certification from the client regarding their policies and site rules (see below - CLIENT REQUIREMENTS re: ONSITE VISITS), you feel safe going to their site
8. You will certify all the above is true by using the Alpine Power App that will be provided to you

If any of those statements are not true, you are forbidden to go to client sites, and you must immediately notify your manager in writing. When those conditions change and all are true, you must certify the changes to your manager. If you have tested positive for Covid-19, you will be required to provide proof of a subsequent negative test. Alpine's Executive Management will review your status, decide whether you are allowed to go to client sites, and your manager will notify you of their decision. Failure to adhere to these requirements and processes will result in immediate termination.

#### **CLIENT REQUIREMENTS re: ONSITE VISITS**

Alpine will ask our clients to provide us with their COVID-19 Plan for office safety. We will also require them to certify the following in writing prior to every onsite visit:

- Nobody there has tested positive for Covid-19
- Nobody there has symptoms of Covid-19 (Temperature > 100.4, Cough, Chills, Muscle Pain, Shortness of Breath/Difficulty Breathing, Sore Throat, New Loss of Taste or Smell)
- Nobody there has been exposed to someone in the past 14 days who has tested positive
- They have a social distancing policy and require everyone to abide by it (6 feet of separation)
- They limit the number of people in the office
- They will limit the interactions you will have with anyone

- Employees are always required to wear face covering in the office
- Employees are required to regularly disinfect their hands and all shared equipment and surfaces
- Their offices are cleaned and disinfected regularly

### **FINAL NOTES**

As we move through this unprecedented and very disruptive time in our history, Alpine wants to recognize the resilience and fortitude of our wonderful team of employees. You, the valued members of our team, immediately pivoted to a 100% remote work force, keeping the same commitment to excellence and service as you have in the office. You continued to provide our clients with the highest level of service and commitment that has always been what made Alpine stand out from our competitors. We appreciate your efforts and will do all we can to keep you safe, healthy and working as we work our way through this pandemic.