**Beyond Vision**

**Return to Work Plan**

**June 2020**

Beyond Vision takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, the Beyond Vision is committed to remaining vigilant in mitigating the outbreak. Although Beyond Vision has been classified as an “Essential Business” during this Declared National Emergency, we did implement an emergency remote work policy allowing those who can work from home to do so in order to reduce the number of staff onsite. As state and local stay at home orders begin to be lifted, Beyond Vision has developed this Return to Work Plan to be safe and maintain operations. This plan will be implemented, to the extent feasible and appropriate, throughout the Beyond Vision. Beyond Vision will continue to monitor the related guidance from the U.S. Center for Disease Control and Prevention (“CDC”) and the Occupational Safety and Health Administration (“OSHA”).

This Plan is based on the information available from the CDC and OSHA at the time of development and is subject to change based on further information provided by the CDC, OSHA, and potentially other public officials and/or governmental agencies. Beyond Vision may also amend this Plan based on operational needs.

 **Responsibilities of Managers & Supervisors**

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must set a good example, and they are always required to follow this Plan. This involves practicing good personal hygiene and workplace safety to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

**Responsibilities of Employees**

Beyond Vision is asking every one of our employees to help with our prevention efforts while at work. Everyone must play their part in order to minimize the spread of COVID-19 at our workplace. As set forth below, we have instituted various housekeeping, social distancing, and other best practices at our workplace. All employees must follow these practices outlined in this Plan.

In addition, employees are expected to report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If you have specific questions about this Plan or COVID-19, please ask your manager or supervisor. If they cannot answer your questions, please contact Human Resources.

OSHA and the CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk:

* Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with

at least 60% alcohol.

* Avoid touching your eyes, nose, or mouth with unwashed hands.
* Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes utilizing your arm instead of your hands.
* Avoid close contact with people who are sick.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

* Coughing;
* Fever;
* Shortness of breath, difficulty breathing; and
* Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you do not feel well, DO NOT COME TO WORK. If you develop a fever and/or symptom of respiratory illness, such as cough or shortness of breath, call your supervisor and healthcare provider right away. Additionally, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away for next steps.

**Workplace Safety**

As Beyond Vision begins to transition work from home employees back to work, we will continue to implement the following safety precautions:

* Continue regular housekeeping practices, which include cleaning all common areas and bathrooms with bleach-based cleaners on a weekly basis. Each employee is responsible for keeping their own office or cubical clean and sanitary.
* All individuals entering the building will have their temperature checked by the building’s designated temperature checker. If your temperature is 100 degrees or above, you will be asked to go home. An employee’s temperature will be taken after he/she has been in the building for 15 minutes to prevent false readings. Please inform your supervisor if you are returning to work so you can be added to the checklist.
* Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
* All in-person meetings will be limited. If social distancing cannot be followed meetings will be conducted by telephone or web meeting.
* Employees will be encouraged to stagger breaks and lunches, if practicable, to reduce the size of any group at any one time to be able to practice social distancing.
* Beyond Vision encourages frequent hand washing in the workplace. In situations where this is not possible, Beyond Vision will provide disinfectant wipes and hand sanitizer.
* Employees are asked to stay home if they are sick or exhibiting any COVID-19 symptoms
* Employees should limit the use of coworkers’ office equipment and tools. To the extent office equipment and tools must be shared, Beyond Vision will provide alcohol-based wipes to clean office equipment and tools before and after use. When cleaning tools and equipment, consult manufacturer’s recommendations.
* In addition to any regular PPE for workers engaged in various tasks (eye protection, hearing protection and steel toed work boots), these additional items will be provided to those employees requiring additional protection:
	+ Disposable rubber gloves, if necessary, for the task. Most office tasks will not require rubber gloves and all the above guidelines for personal safety and hygiene should be followed.
	+ Beyond Vision has face masks for all employees. As we move into the summer months and fans are used, masks must be worn at all times in the production area. In the office, employees must wear a face mask when leaving his/her office or cubicle since hallways and stairways are narrow and a distance of 6 feet is not feasible if you pass another employee. At the BSCs, employees must follow the protocols of each specific base.

For meetings, masks are not required if a distance of 6 feet can be maintained between all participants. Virtual meetings are encouraged for large group meetings.

These are not medical grade masks, but the CDC has stated that masks of a cloth type may reduce the risk of infection and/or the risk of infecting others when used properly.

* + The number of visitors to our workplace will be limited to only those necessary for keeping our offices fully operational. Delivery drivers need to remain outside of the building.
* Continue to follow Beyond Vision’s COVID-19 Response Protocol which identifies the steps that will be taken as it relates to employees exhibiting COVID-19 symptoms, testing positive for COVID-19 or being exposed to someone who tested positive for COVID-19.
* Business travel will continue to be limited to only essential travel.

**Recall Procedures**

* Beyond Vision will adhere to any federal, state, or local laws as it pertains to bringing employees back to work onsite.
* Employees working from home will return to the worksite gradually; this schedule may be as follows:
	+ Phase 1 - Preparation: **COMPLETE**
		- Identify physical changes needed before bringing staff back to offices. The following areas will be considered, and any feasible modifications will be implemented.
			* Desk placement
			* Signage
			* Ventilation systems
			* Hands-free options for doors and elevators
			* Traffic control and directional devices
			* Six-foot distance markings at workstations, hallways, elevators
			* Common areas
		- Identify policies for utilizing common areas in the workplace such as the lunchroom upstairs and the kitchen downstairs in order to facilitate social distancing
		- Any other policies to the workplace that aid in safety as it relates to COVID-19 may be identified and implemented
		- Any other physical modifications to the workplace that aid in safety as it relates to COVID-19 may be identified and implemented
		- Supervisors will begin to have conversations with their staff regarding returning to work onsite
		- All items listed above in the Workplace Safety section will remain in place during this phase and must be followed.
		- This Return to Work plan will be communicated to all employees
	+ Phase 2 - Voluntary Return to Work: **BEGINS 6-2-2020**
		- Employees may voluntarily return to work.
		- Employees will begin to return to the workplace using a staggered/rotational approach. This may include but is not limited to the following:
			* Split Shifts
			* Staggered start and end times
			* Employees working from home will gradually return to working onsite, in this phase they could continue to work 2-3 days remotely
			* All items listed above in the Workplace Safety section will remain in place during this phase and must be followed.
		- Employees who may not be able to follow the schedule above for returning to work can request an alternative schedule; this request will need to obtain approval from both the employee’s Supervisor and Human Resources.

* + Phase 3 - Full Workforce Onsite: **BEGIN DATE TBD**
		- All employees will be expected to be working onsite full-time
			* All items listed above in the Workplace Safety section will remain in place during this phase and must be followed until the Beyond Vision provides further instruction.
		- Employees who may not be able to follow the schedule above for returning to work can request an alternative schedule; this request will need to obtain approval from both the employee’s Supervisor and Human Resources.

**Employee Benefits**

* Beyond Vision’s Paid Leave Policy will continue to include the paid leave available to employees under the Families First Coronavirus Response Act.
* Beyond Vision may update or modify any other internal paid leave policy as it seems fit.

**Compensation**

* Beyond Vision’s Premium Pay Policy will be eliminated when either the state or local municipality “stay at home” order is lifted. Changes to this policy will occur at the end of a pay period.
* Any employee who has been on leave or off will catch up on any benefit payroll deductions that they missed while out.
* Employees who reduced the number of hours they were working in a week as a result to COVID-19 will work with their Supervisor and Human Resources to identify a plan on how to return to their old schedule.

**Remote Work**

Employees will need to obtain approval from their Supervisor and Human Resources to engage in any type of remote work. Each request will be considered on an individual level.