

COVID-19 Return to Office Policy & Procedures

Revised July 20, 2020

Timeline & Benchmarks for Return to Work

Timeline

~~On Friday, June 12, 2020, Governor Northam announced that Northern Virginia could move to phase 2 of reopening.~~

~~Perfect Sense (the “Company”) will wait to return to the workplace for an additional 3 weeks to ensure that the easing of such restrictions does not result in an increase in COVID-19 cases that could put its employees at risk.~~

~~Assuming the relaxing of restrictions goes reasonably smoothly, Perfect Sense will provide employees with the option to return to the office on Tuesday, July 7, 2020 (the “Optional Return Date”). As noted in the Limited Office Schedule Section below, the Company’s office will be open on Tuesdays, Wednesdays, and Thursdays each week for those employees who opt to return to the office until further notice.~~

Key Metrics

Perfect Sense will be monitoring the following metrics provided by the Virginia Department of Health both before and after employees are instructed to return to work. After returning to work, the Company will continue to monitor these metrics, and, if these metrics suggest that a second COVID-19 wave is impending or otherwise signal a significant increase in risk to our employees, Perfect Sense will resort to a mandatory telecommuting policy.

Key Metrics:

- Hospitalization rate
- PPE availability
- Confirmed COVID-19 cases
- Access to testing

The metrics that the Company will be tracking are also publicly available on the [Virginia Department of Health website](#).

Notification

Two weeks prior to the Optional Return Date, Perfect Sense employees will receive a “Return to Work” notification detailing the policies and procedures listed below.

Modified Workplace

Personal Spaces

Seating will be staggered on all floors to ensure that employees are spaced at least 6 feet apart from each other. Additionally, the Company will install sneeze and cough guards at each workstation on the 4th floor.

Employees are expected to clean their workstation on a daily basis. Cleaning and disinfecting supplies will be provided by the Company throughout the office.

Employees with personal offices will be alerted to their respective occupancy limits, which will vary by personal office.

Public Spaces

Occupancy limits will be established for all public meeting spaces. Excess seating will be removed to ensure that these limits are respected.

A plexiglass barrier, or one of a similar material, will be set up between the barista station and the lobby.

Multiple hand sanitizer dispensers will be set up throughout the office to encourage frequent hand-sanitization.

Because the hallways in our office are narrower than 6-feet, there will be a one-way flow of traffic through the office, which will be clearly marked by floor signage. All employees are expected to observe the one-way flow of traffic requirements.

Restrooms may only be occupied by two individuals at a time.

Break & Lunch Spaces

Perfect Sense will continue to provide individually packaged lunches to all employees.

The layouts of the dining rooms on the 4th and ground floors will be altered to provide for adequate physical distancing. Employees are expected to wipe down their respective spaces before and after eating with the cleaning and disinfecting supplies provided by the Company. Employees will be organized into 30-minute lunch rotations between 12:00-1:30 to make sure sufficient seating is available and adequate social distance is maintained. Six-foot spacing markers will be displayed on the floor at lunch lines to ensure that employees maintain adequate distancing while selecting a lunch.

Drinks and snacks will be available for ordering at the barista station. Only administrative staff will be permitted in the barista station. Six-foot spacing decals will be displayed on the lobby floor to ensure that employees maintain adequate social distancing if a line forms at the station to pick up orders.

The water filters and Bevi machine will not be available. Employees can fill glasses and water bottles at the refrigerators, which have contactless water dispensers. Six-foot spacing decals will be displayed on the kitchen floor to ensure that employees maintain adequate social distancing if a line forms at the refrigerators.

At each dishwashing station there will be plastic bins for employees to drop off glasses and mugs, which are meant to limit the number of employees touching the handles. Dishwashers will be loaded and emptied by administrative staff.

Visual Guidance

The Company will be installing posters and visual reminders throughout the office to promote safe behaviors. These posters and visual reminders will address the following topics:

- Frequent hand washing and sanitizing
- COVID-19 symptoms to monitor
- Six-foot distancing reminders in high-traffic areas
- Respiratory etiquette
- Required Families First Coronavirus Response Act notices

Building Modifications

Our landlord, JBG Smith, has notified us of several building modifications and new policies to help create a safer workplace. These include:

- One-way entrance/exit into and out of the building.
- Six-foot floor decals in the lobby to maintain spacing while people wait in line.
- Maximum occupancy of two individuals in the elevator at one time with six-foot floor decals indicating where to stand while in the elevator.
- One-way stairwells with one only permitting travel up and the other permitting travel down.
- Hand sanitizer stations at all entrances and exits.
- Bathrooms will be updated with touchless soap dispensers and foot door openers.

JBG Smith will continue to provide regular cleaning services day and night, with common areas cleaned at least three-times per day.

The building's HVAC settings have been adjusted to flush air more frequently through the building and air filters will continue to be changed regularly every three months.

Lastly, JBG Smith has instituted a series of guidelines for all outside vendors in an effort to monitor the flow of individuals and promote best safety practices.

Infection Control Measures

Staying Home

Employees who have any symptoms of COVID-19 as set forth by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell, or who are otherwise sick, are required to work from home or utilize paid sick leave. Sick employees are not permitted to come into the office under any circumstances.

Cleaning Expectations

Individuals are expected to clean their workspaces on a daily basis. This includes the cleaning of personal devices (computer equipment, phones, etc.). Additionally, individuals are expected to clean their lunch areas both before and after eating. Approved disinfectants will be provided by Perfect Sense.

Public spaces will be cleaned three times throughout the day.

As noted above, hand sanitizer stations and visual reminders will be set up throughout the office to encourage safe hygiene practices.

Equipment Sharing & Cleaning

Sharing of equipment, most notably quality assurance devices, is discouraged without proper sanitation. Before and after each use, quality assurance devices should be thoroughly cleaned using the provided ultraviolet sanitizers or other cleansers provided by Perfect Sense.

Cleaning wipes will be available in all conference rooms to clean tables, polycoms, and other devices before and after each use.

Employees are discouraged from sharing their personal equipment (e.g., laptops, power cords).

Social Distancing

Staggered Breaks

Employees will be broken into groups of no more than 30 individuals for 30-minute lunch breaks from 12:00-1:30pm to provide adequate social distancing while eating and to prevent overcrowding at lunch areas.

Restricting Visitors

Clients and any other visitors on-site are expected to follow the same screening protocols as employees. Visitor access will be restricted to only the East or West conference rooms. To the fullest extent possible, all client meetings should continue to be remote.

Candidate interviews will continue to be conducted remotely until further notice.

All deliveries (including USPS letters and parcels) will be made to the 4th floor lobby where a table will be available to leave mail and packages.

Business Travel

To the fullest extent possible, employees should refrain from business travel. If travel is required, all business travel must be pre-approved by Alfred Garcia or Parker Ramsdell. Accommodations must be booked through TripActions, which will now require active Company approval.

If work-related travel cannot be avoided, Perfect Sense will provide employees with personal protective and sanitizing equipment for appropriate use during essential travel. Following any work-related travel, employees will be asked to telecommute for at least 14 days upon return.

Limiting In-Person Meetings

Employees are expected to respect the occupancy limits of public meeting spaces within the office. Stand-ups and project reviews should continue to be conducted virtually until further notice.

Recreational & Mission Activities

Company-sponsored recreational and mission activities will continue to be on hold until further notice. The Company will endeavor to organize employees to be active and give back in ways that successfully observe and promote social distancing.

Public Transportation

In an effort to limit potential exposure to COVID-19 through public transportation, employees who rely on public transportation to commute to work are encouraged to work remotely until further notice.

Occupancy Limits & Advance Sign Ups

Until further notice, the number of employees permitted to work at the office on any given day will be limited to 12 people on the 4th floor and 12 people on the 6th floor. Employees will be asked to sign up in advance to ensure that this occupancy limit is respected and to allow for improved contact tracing in the event an employee tests positive for COVID-19.

Remote Work

Limited Office Schedule

Starting July 7, the Company's office will only be open to employees on Tuesdays, Wednesdays and Thursdays. All employees are expected to work remotely on Mondays and Fridays.

Telecommuting Policy

Please reference the Company's COVID-19 telecommuting policy later in this document to understand your options with respect to working from home following the official "Return to Work" notification.

Security Measures

All employees have access to the Perfect Sense VPN to ensure the protection of sensitive Company information.

Employees will be made aware of up-to-date security concerns and, when requested by Perfect Sense, complete mandatory security training around phishing and other scams related to remote working.

Personal Protective Equipment

Facial Coverings

Assuming that applicable governmental face covering guidelines are still in effect upon return to work, Perfect Sense will furnish employees with an appropriate facial covering which must be worn while employees are outside of their individual workspaces. Employees are not required to wear facial coverings while sitting at their individual workspaces. If you would rather wear your own face covering instead of the face covering provided to you by Perfect Sense, you may do so.

The Company recommends that employees regularly wash their provided covering.

Gloves

Perfect Sense will provide gloves to administrative personnel responsible for regular cleanings of public spaces.

Screening & Testing

Temperature Screening & Symptom Attestation

Upon arriving at the office, Perfect Sense employees will have their temperature checked at one of the no-contact kiosks located on the cellar, 4th and 6th floor. All screening-related information will be maintained in a confidential manner and will be maintained separately from employees' permanent employment records.

Employees with a temperature at or above 100.4 degrees Fahrenheit (per Virginia Department of Health guidelines) will be required to leave the office and telecommute or use paid sick leave.

Each day, prior to entering the office, Perfect Sense employees will complete an attestation through an online form that they are not experiencing any of the COVID-19 symptoms set forth by the Centers for Disease Control and Prevention. All on-site visitors will be required to complete the same attestation. If an individual is experiencing any COVID-19-related symptoms, they will be required to work remotely, or use paid sick leave. These attestations will be maintained confidentially and will be maintained separately from employees' permanent employment records.

For employees that have had COVID-19 symptoms, CDC guidance provides for a symptom-based strategy and a test-based strategy to return to normal activity. The symptom-based strategy requires that the individual self-isolate until: (i) at least 72 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, (ii) there is an improvement in respiratory symptoms (e.g., cough, shortness of breath) and (iii) at least ten days have passed since symptoms first appeared.

CDC's guidance also provides for a test-based strategy that provides for discontinuing isolation if (i) the fever has resolved without fever-reducing medications, (ii) there is an improvement in respiratory symptoms, and (iii) the individual has obtained **two consecutive** negative COVID-19 test results from at least two specimens collected at least 24 hours apart.

Employees will be made aware of this requirement through email, Slack, and on the company intranet prior to returning.

Accommodations

Employees who have an underlying medical condition or disability which identifies them as being at a higher risk from COVID-19 are invited to request a reasonable accommodation in the event that they return to the physical workplace. In that case, Perfect Sense will engage with you in an interactive process to determine if a reasonable accommodation can be made so that you may perform the essential functions of your job.

Reporting

If an employee tests positive for COVID-19, he/she will be asked to immediately report their diagnosis to their manager and Parker Ramsdell. In addition, the employee will be asked to provide a list of employees with whom they were in prolonged close contact (i.e., less than 6 feet) while they were symptomatic and within the 48 hours preceding the onset of symptoms.

Per the Virginia workplace safety standards, all employees will be notified within 24 hours that a co-worked has tested positive. The confidentiality of the infected employee will be maintained (i.e., names and other identifying details will be avoided) to the extent possible.

~~Employees with whom the infected individual was in prolonged close contact should be notified, and the confidentiality of the infected employee should be maintained (i.e., names and other identifying details should be avoided) to the extent possible.~~

~~In order to return to the office, the employee must provide a note from a medical professional clearing the employee to return to work. If the doctor or other healthcare professionals are too busy to provide fitness-for-duty documentation, the Company will accept certification from a local clinician that the individual is fit to return to the workplace and/or attestations by the employee confirming the same.~~

Additionally, Perfect Sense will notify the landlord, JBG Smith, and provide the dates and times of the individual's entrance and exit of the building while maintaining the employee's confidentiality to the extent possible. A notification will be sent to all tenants in the building which will maintain the employee's confidentiality.

OSHA reporting and recordkeeping guidelines will be followed with respect to suspected work-related cases of COVID-19.

Policies & Procedures Preparation

COVID-19 Prevention Policy

Please reference this document for all new policies and procedures that Perfect Sense is taking in an effort to limit employee exposure to COVID-19.

COVID-19 Positive Test & Potential Exposure Policy

As noted above, employees who test positive for COVID-19 are expected to immediately report their diagnosis to their manager and Parker Ramsdell. In addition to alerting the company of a positive test, the employee is expected to provide a list of coworkers with whom they have been in prolonged close contact (i.e., less than 6 feet) while they were symptomatic and within the days 48 hours preceding the onset of symptoms.

Per the Virginia workplace safety standards, all employees will be notified within 24 hours that a co-worked has tested positive. The confidentiality of the infected employee will be maintained (i.e., names and other identifying details will be avoided) to the extent possible. The employees who have been in prolonged close contact with the infected individual will be asked to work from home for 14 days.

~~Employees who have been in prolonged close contact with the infected individual will be notified of their potential exposure (though the confidentiality of the infected employee should be maintained (i.e., names and other identifying details should be avoided) to the extent possible).~~

Perfect Sense, in close coordination with JBG Smith, will conduct electrostatic cleaning of the infected employee's workstation, potentially contaminated areas, and the workstations of the employees with whom the infected employee was in close contact.

Perfect Sense will also notify JBG Smith in a confidential manner that an employee has tested positive so that they can take any necessary steps in regard to its corporate policies.

COVID-19 Symptoms Policy

Prior to entering the office, employees are required to attest that they are not currently experiencing any COVID-19 symptoms. If an employee is experiencing COVID-19 symptoms, he/she is required to telecommute or utilize paid sick leave. If an employee begins to experience COVID-19 related symptoms they should report these symptoms to their manager and Parker Ramsdell and will be asked to return or remain at home.

If these symptoms begin while in the workplace, the employee will be asked to return home as soon as possible to avoid potentially exposing co-workers.

Returning to Work After a Positive Test or Experiencing COVID-19 Symptoms

For employees that have had COVID-19 symptoms, CDC guidance provides for a symptom-based strategy and a test-based strategy to return to normal activity. The symptom-based strategy requires that the individual self-isolate until: (i) at least 72 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, (ii) there is an improvement in respiratory symptoms (e.g., cough, shortness of breath) and (iii) at least ten days have passed since symptoms first appeared.

CDC's guidance also provides for a test-based strategy that provides for discontinuing isolation if (i) the fever has resolved without fever-reducing medications, (ii) there is an improvement in respiratory symptoms, and (iii) the individual has obtained negative COVID-19 test results from at least two specimens collected at least 24 hours apart.

Telecommuting Policy

The COVID-19 telecommuting policy will be in effect from the Optional Return Date through December 31, 2020 ~~September 7, 2020~~.

All employees have the option to continue to telecommute through December 31, 2020 ~~September 7, 2020~~. ~~In mid-August~~ In the fall, the Company will provide further information regarding telecommuting options starting in 2021 ~~after September 7, 2020~~.

Telecommuting employees who subsequently plan to return to the physical workplace must provide at least one-week notice to their manager and Parker Ramsdell prior to their desired return date so that appropriate preparations can be made.

All telecommuting employees are expected to abide by the guidelines and procedures outlined in the Perfect Sense Remote Work & Telecommuting policy available on the company intranet.

For the avoidance of doubt, Perfect Sense reserves the right to require employees to telecommute if they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have traveled to a high-risk area that could unnecessarily put other employees at risk of exposure.

Policy Availability

All COVID-19-related policies will be made available to all staff via email and can be downloaded via the Perfect Sense intranet.

Record Keeping

Perfect Sense will keep accurate records of all of the safety measures being taken to address COVID-19 in the workplace.

Updates

Perfect Sense reserves the right to update the policies detailed in this document as necessary and in accordance with changes to federal, state, or local guidelines. Perfect Sense will endeavor to provide any updates to the policies in this document by communicating such updates to employees via email and by uploading updated versions of the policy documents to the company intranet.

Employee Engagement

Notification

All employees will be notified via email of COVID-19 policies and procedures and any changes to those policies already in effect. Copies of these policies will be maintained on the company intranet.

Signage

As noted above, signage will be displayed in the office to promote safe behaviors. These signs will address:

- Frequent hand washing and sanitizing
- COVID-19 symptoms to monitor
- Six-foot distancing reminders in high-traffic areas
- Respiratory etiquette

Self-Monitoring

Through daily symptom attestations, Perfect Sense will be encouraging employees to self-monitor for signs and symptoms of COVID-19 to reduce the potential of exposure of their colleagues.

Staying Home

Employees who have any symptoms of COVID-19 as set forth by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>), such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell, or who are otherwise sick, are required to work from home or utilize paid sick leave. Sick employees are not permitted to come into the office under any circumstances.