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To: EXEControl Global Solutions Employees

From: Allan Robison, President

Date: May 29, 2020

Re: Guidelines to re-opening the office safely

EXEControl Global Solutions is taking the necessary steps and precautions to ensure the health and safety of all employees. A guideline/recommendation list has been created and put in place to help reduce the spread of COVID-19 and protect our staff. If at any time you feel these items are not up to CDC standards or not being followed, please feel free to reach out to our Office Manager and we will review to make the necessary adjustments/changes to our policies.

Prior to reporting to the office, all employees must self-check their temperature and may not enter the office if you are demonstrating any signs of COVID-19 (Cough, Shortness of breath or difficulty breathing, Chills, Muscle pain, Sore throat, New loss of taste or smell) and/or has a low, or high-grade temperature (100.4 or higher).

What will be provided at the office:

- disposable masks
- disposable Gloves
- hand Sanitizer for each desk/office
- disinfect spray to wipe down high touch areas

Masks and gloves will not be required to be worn while in the office, however they will be provided/available if you wish to use them.

At the end of each workday, frequently touched surfaces throughout the office will be disinfected according to the CDC sanitization guidelines.

Examples of frequently touched surfaces and objects are:

- doorknobs,
- light switches,
- kitchen countertops,
- handles,
- conference room table/chairs
- conference room phone,
- conference room keyboard/mouse

While it is not being required, we are asking those that come into the office to wipe down their personal space high touch areas at the end of each workday.

The office will be professionally cleaned by our cleaning company at the end of each work week.

Tips & Guidelines to keep everyone safe:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space) This includes the personal space of those in the common area. Please stand back from the cubicle area. Do not touch the cubicle tops/sides or any materials around an employee's personal area
- one person at a time in the server room, kitchen and supply room, due to the tight space
  - please use hand sanitizer (located on the wall directly outside the kitchen) prior to entering
- no meetings are permitted within an employee's office
- continue to use teams chat/conferencing where possible- especially recommended for meetings over 4 people
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer (When going in/out of the office, prior/after to eating, prior/after to entering a shared space – IE: Kitchen, Conference Room)
- wearing cloth face coverings while in an area that social distancing is not possible
- avoiding touching eyes, nose, and mouth

- staying home when sick or exposed to someone that is sick. Work from home (if cleared by President or use PTO)
- notify President if you have traveled or planning to travel outside of the area

#### Suggestions:

- limit conference room attendees to no more than 4 (one person on each side of the table)
- no handshaking
- avoid the distribution of papers between employees
- no non-EXEControl employees allowed into the office, unless permission has been received prior from the President
  - guests must sign a guest book which states that they acknowledge that they have not had COVID-19 symptoms or a positive COVID-19 test within the past 14 days, nor have they been in contact with a confirmed or suspected COVID-19 case within 14 days.
  - all guests, clients, visitors are restricted to the lobby and conference room
- bring personal utensils to avoid using those in the kitchen. Please do not place anything in the sink