

COVID – 19 Return to Work Communications Plan.



We have encountered uncertain times and this is a new situation for all of us. Auria has taken a very proactive approach upon learning of the pandemic to ensure we keep all Auria Employees safe. A team was assembled to create a Global Return To Work Protocol Plan. From that, here in Southfield and Plymouth, have put the following protocols in place to ensure a healthy and safe work environment for everyone. When you return to work, the following presentation will detail what you will you see.

We need everyone's cooperation in these difficult times to keep everyone healthy. It will take this cooperation, not just to protect yourselves, but also your coworkers, your families and our communities.

Questions should be directed to the HR Department.



Concepts and Tools to be applied – Social Distancing



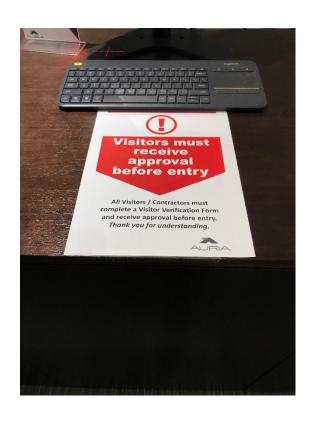
Social Distancing / physical separation of people can be time and distance. Here are some of the things we have put into place:

- Daily health screenings
- Social distancing to include:
 - Minimizing occupancy in common areas such as conference rooms, lunchrooms, restrooms and printers
 - General signage postings
 - Managing traffic flow patterns
 - Quarantine area identified
 - Managing visitors / external parties
 - Increased communications & employee training
- It is recommended, but not required, to wear your mask in your office but once someone enters your office, or you leave your office, the mask must be worn
- Employees are prohibited from using the stand up desk function while working as well as standing to talk to their co-workers over the tops of the cubical walls.



Southfield Social Distancing: Entry & Lobby





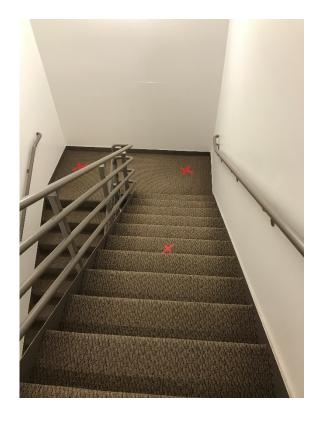




Southfield Social Distancing: Stairwells



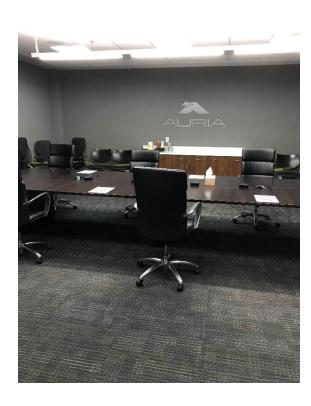


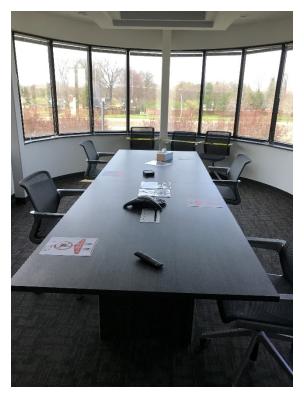




Southfield Social Distancing: Conference Rooms











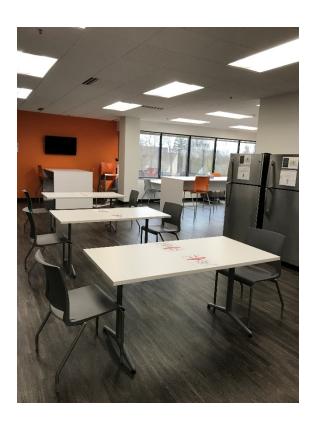
Southfield Social Distancing: Lunchroom











Southfield Social Distancing: Restrooms





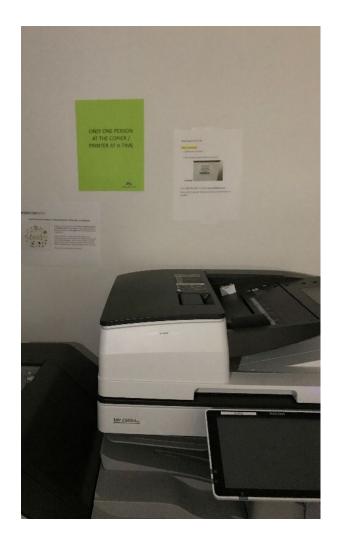




Southfield Social Distancing: Copy Rooms









Southfield Social Distancing





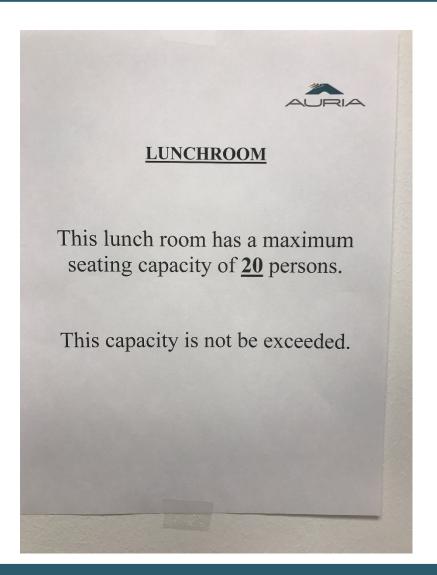




Southfield Maximum Capacities Identified



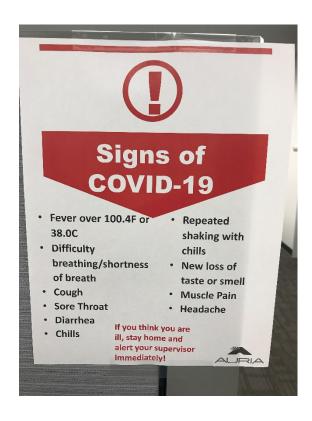






Southfield General Signage











Southfield One Way Traffic Flow









Southfield Steps Being Taken By Friedman



- They will be posting an abundance of signage within all common areas of the building
- Masks will be required in all common areas including the elevators and stairwells
- Elevator use will be limited to 2 persons at one time
- Janitorial staff will be on a continuous rotation of touchpoints within the common area of the buildings
- Extra cleaning staff has been hired to take care of common touchpoints cleaning within each suite at night/after hours
- Fitness Center, Conference Room and Cafeteria will remain closed until further notice
 - Grab and Go food will be still be available in the fridge and freezers
- Building will remain locked at all times
 - If you do not have a key fob for entry, please enter "#2420" at front entrance to gain entry
 - Will need to notify visitors of this code as well
- Only 2 people allowed in the main floor restroom at the same time
- The AC unit is shared with the other tenants within the North Bldg
 - Friedman has indicated that they will be changing the filters before everyone returns on June 1st and will continue to do so on a monthly basis
 - Friedman will do everything possible to incorporate fresh air into the building
 - Friedman did hire a specialist and the above mentioned actions is what is being recommended



Plymouth Social Distancing: Entry Doors









Plymouth Social Distancing: Conference Room







Plymouth Social Distancing: Lunch Area







Plymouth Social Distancing: Restrooms









Plymouth

Social Distancing: Copy Room & Quarantine Area









Plymouth General Signage









Rapid Response



- Each facility has a Rapid Response Team. Team members will be responsible for elements of implementation and execution of plan specifics.
- Employees should not report to work if they know they are ill. Must call HR
- If an employee becomes ill while at work, they must immediately report their illness to their Manager
- The employee will be guided to the COVID Quarantine Area. Human Resources to be notified.
- The potentially ill employee will be given a surgical mask, face shield and gloves
- Employee will complete the COVID 19 Case Form
- Contact will be made with the Local Health Authority for guidance
- The potentially ill employee will leave the facility and follow the Local Health Authority's recommendations.
- The Rapid Response Team will initiate cleaning of the employees work station, and common use areas the employee has physically utilized such as cafeteria area, bathroom, or other common touch surfaces.



Enhanced Cleaning – COVID Prevention



- Facilities must designate additional resources dedicated to cleaning.
 - The Southfield facility has been divided into 5 zones
 - A Team Leader for each zone has been designated and will be responsible for the daily and weekly team of their zone common areas.
 - Each employee should ensure their immediate area remains clean and sanitary
- Focus on high touch and frequent use areas.
- A checklist for each common area has been created and placed in that area. Please refer to that checklist to ensure all identified areas are been cleaned.



What to expect upon return to work



- ALL employees will be screened upon entry to work each day
- Entry hours will be 7:30A 8:30A
 - If you arrive prior to 7:30AM, you will need to remain in the lobby until the daily screener(s) arrive
 - If you arrive after 8:30AM, you will need to call the daily contact person listed in the lobby.
 They, or another member of the Rapid Response Team, will come complete your screening
- All employees must enter through the main lobby elevators and/or stairs
 - The entry/exit doors located near HR and in Engineering have been disabled for entry onto the floor. They are to be used for exit only.
 - Please be sure to allow 6 ft between yourself and the person ahead of you if there is a short wait to be screened
- Employees are to take their temperature prior to leaving home and record it on their daily screening questionnaire.
- A bag will be handed out to each employee upon first day back into the office. The bag will contain the following:
 - Masks along with a storage bag
 - Instructions for wearing and caring for the masks
 - Extenders for the elastic masks- For those individuals who have their own masks that have over the ear elastics, our Old Fort -EC has made extenders which have been included
 - (1) 4 oz bottle of hand sanitizer



Contractors and Visitors



- All external visits should be conducted virtually unless in-person meeting is absolutely necessary
- Contractors and Visitors are to phone their host to make notification and follow the same screening process.
- Employees, Contractors and Visitors will complete a Self Check Health Screening prior to entering the facility. If a person is ill they will not be admitted to the facility. Contact HR immediately if the Daily Health Screening is not passed.
- If you do have an external resource visiting, the Auria employee as the host, is responsible for ensuring the visitor properly signs in, completes the health screening and manages where the visitor goes within our suite.



Southfield Return to Work Plan



What the future of our business and office operations looks like going forward:

May 18th

- Follow the revised Executive Order Personnel and protocols
- Essential employees identified for critical operations & Authorization Letters provided
- All other employees to continue to work from home

June 1st

- Shelter in Place Executive Order set to expire 5/28 continued monitoring.
- Scheduled return to work will be June 1st
- We will return on a rotational 50% schedule; week on week off for continued prevention for the month of June.
 - On the off week, it will be a work from home schedule
 - Department Managers to determine schedule based on support needs
 - Will continue to re-evaluate this on a periodic basis
- Schedule of hours may need to be altered to accommodate daily health screening check-ins.
- Everyone will be assigned to a cleaning team to help maintain a healthy environment.



Southfield Return to Work Plan



Wrap Up - Expectations:

- We need your cooperation and willingness to follow the RTW Protocols the Rapid Response Team has put in place. Be responsible and take your temperature daily prior to coming to work.
- Try to be understanding, have patience, and support your Coworkers.
- Be aware the information is rapidly changing and Auria is responding accordingly, which means the plan may change.
- Be prepared to return to work when scheduled childcare, work hours, 50% schedule.
- When working from home dedicated to working. Must be available by email and phone. Be sure work is getting completed and we're meeting our deadlines.
- Auria to provide us a safe and healthy work environment.
- Pay attention to the communications provided and ask questions. We are here to help.

Remember
We are all in this together !!

