

Date: June 17, 2020
From: Wes Carter

ANNOUNCEMENT

WORK FROM HOME POLICY

Thanks to the good work of Atlantic's IT department prior to and during the current COVID-19 environment, our administrative staffs have been able to work effectively from home. We understand many of you may be wishing to reengage with coworkers and get back to your traditional routine. But, for now with the virus increases in our regions, we cannot allow a return to the office to put your health or the company operations at risk.

Our Work From Home policy will remain in force through July and may well extend into the fall or 2021 depending on the conditions at the time.

There will be limited exceptions to this policy in areas of critical team execution and only where we can create spacing by spreading workers over a wide office footprint. Working at the office must be approved by your senior manager and strict office protocol is required. Please refer to the restated protocol below.

Although we are officially continuing work-from-home, there are some employees working in office and most occasionally visit to pick-up items. This is to clarify our safety protocols that will apply to **EVERYONE**.

The success of our partial office plan relies on how well we all follow social distancing, health & safety and cleaning protocols. As such, the following protocols have been implemented to help ensure your health and safety.

Arrival at office

- Everyone must enter through one designated entrance **wearing a mask** and test your temperature **BEFORE** going to any other office area.
- If you have a temperature of 100.4° or greater, notify your supervisor and return home immediately – *do not go beyond this lobby area.*

Social Distancing Protocols

- Stay 6 feet away from others at all times, including while using printers or traversing hallways and other common areas.
- Avoid gathering in common areas, break rooms, as well as when entering and exiting the building.

Employee Health & Safety Protocols

- If you or any member of your household is sick, notify your supervisor and do not come to work.
- Complete the Marathon Health COVID-19 Self-Assessment prior to arriving at work. If the results of the assessment recommend further medical consultation, do not come into work.
- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.
- **Wear a face mask covering your nose and mouth while not working in your own office, any time you are in hallways or common areas, outside your office.**
- Always keep your office door closed and do not allow others in your office beyond the doorway.

Cleaning and Disinfecting Protocol

- Wipe down your personal workspace with disinfectant wipes at least twice per day.
- Wipe down all common area surfaces and equipment after every use or contact. This includes common printers, counter spaces, doorknobs, bathroom fixtures etc.

Sales representatives, specialists, technicians, managers, and others entering the offices must follow this same protocol with temperature, masks in open hallways, and office doors closed. Do not travel to warehouses or other areas of the facility without mask.

We appreciate everyone's patience and continued cooperation and we understand your growing anxiety in these times. Take some break times to get outside and breathe in the air.

Atlantic Strong!

- Wes