

Effective May 18, 2020

Re: Voluntary COVID-19 Return to Customer Site Policy

It is Encore Analytics (“Encore”) policy that any employee or independent contractor representing Encore at a customer’s work site will adhere to the following requirements:

- Inquire about the customer’s COVID-19 related protocols and complete any necessary training on those protocols.
- Prior to reporting to the customer’s work-site, self-evaluate using the following list:



- Contact a medical provider as needed to discuss any COVID-like symptoms and obtain concurrence to work on site.
- Self-check temperature daily prior to reporting to work site. If temperature is above 100.4 degrees Fahrenheit, the employee or contractor shall stay at home and notify the customer contact.
- Employees that were in quarantine as directed by safety/medical due to symptoms or exposure from a positive tested person or recovery from a positive test, shall complete their quarantine period and obtain release from safety/medical provider as applicable.
- Attend a safety briefing to include requirements of return to work plan, fitness for duty requirements (consistent with CDC guidelines), social distancing practices, use of face coverings, etc.
- Wear face coverings where social distancing or physical barriers are not possible and prolonged close contact cannot be designed out of the work plan.
- Routinely clean and disinfect “high touch” surfaces, work areas, offices, conference rooms, break, lunch areas, etc.
- Not attend any large meetings or gatherings.
- Adhere to the same social distancing and disinfection protocols while in vehicles.
- Stagger of break and lunch periods where space is limited, and SD controls cannot be met.